

MINUTES

SPECIAL MEETING OF THE HUMAN RESOURCES BOARD
WEDNESDAY, DECEMBER 5, 2012, 5:30 P.M.
22 S. BEACH STREET, ORMOND BEACH, FLORIDA

Those present were: Mr. Rick Fraser, Mr. Matt Coleman, Mr. Bob Henry, Mr. Clark Rohmer, Mr. Ted West, Ms. Shelly Arzola, Human Resources Director and Ms. Jayne Timmons, Recording Secretary.

The meeting was called to order at 5:30 P.M by Mr. Fraser.

A motion was made by Mr. Henry and seconded by Mr. West to approve the minutes of the meeting held July 10, 2012 as presented. All were in favor. Carried.

Ms. Arzola presented information to the Board regarding the Amendment to the City of Ormond Human Resources Policy, Section 8.02. Ms. Arzola stated that the City was striving to have a consistent policy among the entire employee population in regard to Personal Leave. Two of the collective bargaining agreements have been finalized with similar language and the concept was tentatively agreed to by the third union. The City is trying to put a definitive cap on what amount of personal leave can be carried over year to year as well as the amount that could be paid out when someone leaves employment. Ms. Arzola stated that from a cost perspective, for this group of employees, the approximate cost is \$180,000 which would be paid at present day value. Mr. Fraser said that it appeared that the City would be "holding harmless" so anyone with leave accrued would be paid for hours over the cap. Ms. Arzola agreed and said that any employee that exceeds the new cap would be cashed out to bring their bank to the new limit. And going forward, any amount exceeding the 520 cap would be forfeited. There is one exception in the final year which would allow employees to accrue over the cap and be paid out for the amount up to 760 hours at termination.

A motion was made by Mr. Henry and seconded by Mr. Coleman to approve the amendment to the City of Ormond Beach Human Resources Policy as presented and to recommend approval to the City Commission for these changes. All were in favor. Carried.

During Other Business, Mr. Fraser asked when the Commission would make appointments to the City Boards. Ms. Arzola stated that the Clerk's office should be sending letters to the Boards soon but that the appointments would be made in January.

A motion was made by Mr. Rohmer and seconded by Mr. Henry that the meeting be adjourned. All were in favor. Carried.

Rick Fraser, Chairman

Shelly Arzola, Human Resources Director

Adjourned: 5:36 P.M.