

MINUTES

SPECIAL MEETING OF THE HUMAN RESOURCES BOARD
WEDNESDAY, APRIL 3, 2013, 5:30 P.M.
22 S. BEACH STREET, ORMOND BEACH, FLORIDA

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

Absent from Meeting: Mr. Matt Coleman.

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. Rohmer to approve the minutes of the meeting held December 5, 2012 as presented. All were in favor. Carried.

Ms. Arzola presented information to the Board recommending an Amendment to the City of Ormond Beach's Pay and Classification Plan which would add the position title of Assistant Leisure Services Director, pay grade 505. It was briefly explained that in order to improve the overall operation of the Leisure Services Department, a new management position should be added to function in an executive supervisory role. This position would assist the Leisure Services Director with the oversight of one of the largest departments in the City. Ms. Arzola distributed an organizational chart of the department to help explain the chain of supervision within the department.

Mr. Carolin explained that several years ago the facilities maintenance function was added to the already large department and that, at the same time, staff was reduced from two manager positions to one. Ms. Arzola stated that this was done without any decrease in service levels and that the department has since been growing in terms of adding programs, improving or adding parks and services of the City. In order to improve the functioning at the management level, it is requested that this position be added. The Board asked questions and made positive comments regarding their experiences, as residents, with the work performed by the Leisure Services Department.

A motion was made by Mr. Henry and seconded by Mr. West to approve the amendment of the City of Ormond Beach Pay and Classification plan as presented and to recommend approval to the City Commission for these changes. All were in favor. Carried.

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

Rick Fraser, Chairman

Shelly Arzola, Human Resources Director

Adjourned: 5:44 P.M.