



CITY OF EAST POINT
DRAFT
HUMAN RESOURCES COMMITTEE MEETING MINUTES
January 28, 2022
10:00 A.M.
Zoom

I. MEETING CALLED TO ORDER at 10:03 a.m. by Councilmember Butler.

II. ROLL CALL:

Budget Committee Members Present:

Councilmember T. Starr Cummings

Councilmember Stephanie Gordon

Councilmember Joshua B. Butler IV

Mayor Deana Holiday Ingraham, logged out at 10:31 AM

Others Present:

Cathrene Hardy, Recording Clerk

III. ADOPTION OF AGENDA:

Councilmember Gordon moved to adopt the Agenda. Councilmember Cummings provided the second. **The motion carried.**

IV. APPROVAL OF MINUTES:

Councilmember Gordon moved to approve the September 18, 2020 Human Resources Committee meeting minutes. Councilmember Cummings provided the second. **The motion carried.**

V. NEW BUSINESS:

A. Election of Officer

Councilmember Butler volunteered to be the Chair of the Human Resources Committee. Councilmember Gordon moved to have Councilmember Butler serve as the chair of the Human Resources Committee. Councilmember Cummings provided the second. **The motion carried with Councilmembers Gordon, Cummings and Butler voting “yes” and Mayor Holiday Ingraham voting “no”.**

B. Discussion on Salaries for City Clerk, City Attorney and Municipal Judge

Councilmember Gordon moved to open the floor to discuss salaries for the City Clerk, City Attorney and Municipal Judge. Councilmember Cummings provided the second. **The motion carried.**

Councilmember Gordon asked Cathrene Hardy, Deputy City Clerk to share a document relating to salary ranges. Councilmember Gordon noted they must take into consideration performance, credentials, and certifications, but also consider how the credentials are being used. She also recommended that performance reviews be conducted soon.

Councilmember Gordon suggested a 5-6% increase, then doing a performance review within the next 2-3 months, which could also come with raises. Mayor Holiday Ingraham noted they could try to do a 5% increase, then do another one before the end of the fiscal year or just wait until the beginning of the fiscal year after they have complete evaluations. Councilmembers Gordon and Cummings agreed with the latter statement.

Councilmember Butler noted the Committee needs to look at the evaluation process. Councilmember Gordon indicated they need to be sure the review process is streamlined, professional and effective.

Mayor Holiday Ingraham stressed the importance of doing an evaluation individually and then have a consensus building component, obtaining scoring from a combined review. Councilmember Cummings inquired about benchmarks. Mayor Holiday Ingraham noted that Council will have to discuss performance measures.

Councilmember Cummings inquired about the goal of getting people to mid-range. Mayor Holiday Ingraham indicated they can do evaluations between now and the end of the fiscal year, then look at salary adjustments. Councilmember Gordon noted Staff mentioned the budget cannot stand the max salary. Mayor Holiday Ingraham recommended that the percentage increase table be completely filled out in the Salary Forecasting Scenario Analysis so that this information can be shared with Council.

Councilmember Gordon inquired about the expectation from the last Executive Session. Mayor Holiday Ingraham answered the expectation was to look at evaluations, salary ranges, and whether not they would recommend doing a salary increase now or later. Councilmember Butler noted the ask from a direct report. Mayor Holiday Ingraham indicated she will have to get with the City Attorney on how to address this item for discussion.

Councilmember Butler outlined what he thought were the issues: Performance review, compensation and addressing a specific request. Mayor Holiday Ingraham suggested getting the existing evaluations and making sure those are

shared with Council. She recommended looking at those at the next meeting, then making recommendations to Council in March about the performance evaluation. Mayor Holiday Ingraham felt that salary increases should be tied to evaluations. Regarding the specific request, she recommended that the response be they are going through the process to make sure there are evaluation tools in place. Council will do an evaluation, and then base the increase, if any, upon that.

Mayor Holiday Ingraham recommended this be taken to the Council meeting in February. She recommended making sure they have all (4) evaluations (forms) that currently exist and start looking at them themselves. She recommended bringing forth the evaluation tools in March, making recommendations to revise the forms. Councilmember Gordon & Mayor Holiday Ingraham noted the scoring from before. Mayor Holiday Ingraham then left the meeting.

The committee then discussed the specific request and consensus of making that request tied to performance. Councilmember Butler expressed he would have liked to have evaluated the request further but decided to yield with the majority on the matter.

VI. COMMITTEE MEMBER COMMENTS:

N/A

VII. ADJOURN:

Councilmember Gordon moved to adjourn the meeting at 10:36 AM.
Councilmember Cummings provided the second. **The motion carried**

Cathrene Hardy, Recording Clerk