



CITY OF EAST POINT
DRAFT
HUMAN RESOURCES COMMITTEE MEETING MINUTES

September 20, 2018

6:30 P.M.

1526 E. Forrest Ave, Suite 400
East Point, Georgia 30344
Former Council Chambers

I. MEETING CALLED TO ORDER at 6:44 p.m. by Councilmember Nanette Saucier

II. ROLL CALL:

Budget Committee Members Present:

Councilmember Sharon Shropshire
Councilmember Nanette Saucier
Councilmember Stephanie Gordon

Others Present:

Cathrene Hardy, Recording Clerk

III. ADOPTION OF AGENDA:

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

IV. OLD BUSINESS:

Council Direct Reports

Councilmember Saucier distributed sample evaluation forms for each direct report as well as comparable salary information pertaining to the positions. Committee members discussed current salaries and working within the parameters of the budget.

Committee members also discussed whether it would be feasible to provide a percentage or dollar pay increase for direct reports. Councilwoman Shropshire expressed that she would like to see a percentage increase, however she was amendable to have a dollar increase if the Committee desires to do so. Councilmember Saucier indicated that a dollar increase would be more adequate based on performance level. Committee members discussed a \$10,000 increase for the City Clerk, a \$10,000 increase for the City Attorney, a \$15,000 increase for the City Manager and an \$8,000 increase for the Judge. Councilmember Shropshire expressed that raises should be based on performance.

Councilmember Shropshire also recommended that direct reports do a self-evaluation now, and another in January in order to have time to improve. Councilmember Saucier recommended that the final evaluation be done in June and the self-evaluation be completed in January. Committee members discussed having Council provide feedback on areas of improvement in March, then having the final evaluation in June. Committee members discussed tentative reviews in the 4th week of March and June.

Councilmember Saucier indicated that salary changes can be voted on because direct reports have not had a salary change in (4) years. Councilmember Shropshire explained that she would provide the old and new evaluation form so that it can be placed on the Work Session Agenda. At that time, Council would be able to vote on the evaluation form that they would like to use. Thereafter, Committee members discussed the translation of the score.

V. NEW BUSINESS:

There was no new business to discuss.

VI. COMMITTEE MEMBER COMMENTS:

N/A

VII. ADJOURN:

Councilmember Saucier moved to adjourn the meeting at 7:22 pm. Councilmember Gordon provided the second. **The motion carried**

Cathrene Hardy, Recording Clerk