



Non-Bargaining Unit Employees Personnel Board Meeting June 13, 2019

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, June 13, 2019, in Conference Room 103 of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 9:07 am by Vice-Chair David Chamness.

2. Roll Call

Present: Dave Chamness, Amber Ronketto, Christina Kuhns and Chuck Vaught

Also Present: Tara Brown

3. Approval of Minutes

Dave Chamness noted a correction in Section 4 A is Illinois Pubic Service Institute. Amber Ronketto noted a correction referencing the merit base research by Gary Williams.

Motion was made by Amber Ronketto and second by Chuck Vaught to approve the minutes with corrections from the meeting. VOTE: All approved; Motion passed.

4. Old/Unfinished Business

A. Employee Handbook

The Board members reviewed the Employee Handbook as it relates to the City of Carbondale Policies and Procedures. The Board discussed a number of areas that are outlined in the City Policies and Procedures but noted that the employee handbook would serve as reference guide for employees to have readily accessible. The Board condensed a number of areas of duplication throughout the handbook. Tara Brown noted that she would make the necessary corrections and review the final draft during the next meeting.

5. New Business

A. Member Elections

a. Mayor Appointed Members

Tara Brown asked the Board members to send over suggestions within the next two weeks to submit to the Mayor. Tara Brown noted that she would check to see if there are specific requirements or qualifications for appointed members to serve on the committee and forward that information to the members for review.

b. Review Member Term Dates

Dave Chamness asked if Tara Brown could send an updated Personnel Board Rooster to the Board members. Tara Brown noted that Amber Ronketto and Christina Kuhns terms

expired in April 2019. Tara Brown will send out the Non-Bargaining Board Nominations and Election notifications. Chuck Vaught noted that the City Manager wanted to restructure the member balance to have representation from different departments. Tara Brown noted that she would check with Gary Williams to see if he wanted to change the by-laws to restructure the member representation. Dave Chamness noted that if we are changing the by-laws, that we would have to call a special meeting. Tara Brown noted that if Gary Williams did not want to restructure the member representation, we will proceed with nominations and elections before the next meeting.

6. Public Comments & Questions

7. Announcements

Next meeting will be held August 22, 2019 at 2:00 pm

8. Adjournment

Motion was made by Chuck Vaught and seconded by Christina Kuhns to adjourn. Meeting adjourned at 10:20 a.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____