

Personnel Advisory Commission
Tuesday, January 30, 2024 - 5:30 p.m.
Germantown City Hall- IT Training Room
1930 S. Germantown Rd., Germantown, TN

MEMBERS PRESENT: Chairperson-Claire Shapiro; Mary Barkley; Elizabeth Connor; Diane Heyman; Richard Rossen; Mike Stavropoulos; Linda Weiss

MEMBERS ABSENT: Alderman-Brian Ueleke

PRESENT NON MEMBERS: Courtney Taylor; Andria Eskridge

Call to Order

Meeting called to order at 5:37 p.m. by Claire Shapiro

Establishment of a quorum

The quorum was established with one absent member.

Approval of Minutes

Members received a copy of the November 30, 2023 minutes via email prior to tonight's meeting. The minutes from the November 30, 2023 meeting were approved as written. No amendments.

Code of Ethics Acknowledgement

Members of the commission reviewed the 2024 Ethics Ordinance and signed the Code of Ethics acknowledgement form.

Germantown 2035 Review

HR Director Courtney Taylor gave a mini overview of human resources roles in the strategic plans for Germantown 2035. Director Taylor talked about recruitment and staffing positions as the main role for HR. During the discussion, Director Taylor updated members on the recent position changes to include public safety, public works and engineering. While some positions were filled internally, there are ongoing efforts to fill the vacant positions in the Fire and Public Works departments.

HR updates

Job Benchmarking/Merit Increases for

Director Taylor updated members on the recent benchmark analysis performed by consultant, Steve

Thompson, from Burris, Thompson & Associates. Members were provided a copy of the benchmark review findings and recommendations document. Mr. Thompson was present via video conference to go over the details of the benchmark review. 114 positions were reviewed. Positions were matched with those of other municipalities and similar positions within the private sector. Based on the data presented, Steve Thompson recommended moving pay ranges up 3% to match market rates. Steve talked about how most cities in the TN area are looking at increases of 3%-5% while moving pay ranges up 3% and leaving merit at 2%. Based on this, Steve recommended a 4%-5% increase as appropriate for Germantown. This would also apply to public safety's career development plan.

Members of the commission discussed the recommendations with Director Taylor and Consultant Steve Thompson. Members asked questions regarding where the data was pulled from and what cities were compared. Director Taylor reiterated that it is still early on in the budget process, but based on last year's projections and this year, she would recommend a 3%-3.5% merit increase. Director Taylor would discuss this more with administration and finance before bringing the final recommendation to the PAC.

TPA for Health Plan Update

Director Taylor updated members of the commission on the recent transition to Wellnet as the City's new TPA. The implementation stage is complete. Agreements have been fully executed, but some of the transferred data is still under review. Director Taylor talked about some of the challenges that happened early on with issuing new insurance cards, but those issues were quickly resolved.

Training Updates

Members of the commission were provided a copy of a detailed curriculum for an upcoming training. Director Taylor has been working with Sarah Curtis from PE Partners to create more training opportunities for the staff. Training would include safety training to focus on setting boundaries and forms of harassment. Sarah Curtis recommended allowing time to be interactive and talk through scenarios before doing a video training with no interaction.

Director Taylor informed members of the recent change with Ethics training. The current training, Ab Olgesby, will be moving to a different position and can no longer provide the training. Director Taylor asked for recommendations or suggestions on new trainers. Members provided names of current instructors that would be able to provide ethics training.

Employee Engagement/LEAD

Director Taylor updated members on the new Leaders of Excellence Ambassador Development program which is a revamp of PLAC (Play Like A Champion). It is a 5 month program where

employees learn about other departments and the work that they do. The first session has 30 enrollees. Kick off is January 31, 2024. Enrollees will get to learn about the City's KPI's, objectives and core values. There will be a one hour lunch and learn where Director Taylor will go over key points from the book, *The Energy Bus*.

Administration is also working with Director Taylor to create the Emerging Leaders program where those that are interested in becoming managers or supervisors can learn about leadership and the tools necessary to be good leaders.

Citizens to be Heard

There were no citizens to be heard.

New Business

No new business.

Next Meeting

Our next meeting is February 21, 2024 at 5:30 p.m.

Adjourn

The meeting was adjourned at 6:17 p.m.

A handwritten signature in black ink, appearing to be 'C. Taylor', written over a horizontal line.
PAC (Chair) Signature

A handwritten date '2/21/24' written over a horizontal line.
Date