

**PERSONNEL BOARD MEETING MINUTES
TUESDAY, JANUARY 16, 2018
SUBMITTED BY LINDA UNGER, HUMAN RESOURCES ADMINISTRATOR**

CALL TO ORDER

The meeting was called to order at 7:35 p.m. Members in attendance: Joseph Emerson, Chair; Douglas Hyde; Rory Laughna; and Rachel Lipton.

APPOINTMENTS TO COME BEFORE THE BOARD

- Danielle Sutton, Director of Youth and Family Services, addressed the Board with a request to approve a job description for *Clinical Coordinator*, which would be an upgrade to one of the two Youth Services Counselor positions in Youth & Family Services. Ms. Sutton's rationale for the upgraded position included the need to differentiate the department's Youth Services Counselor positions with clear delineation of responsibilities between the two clinical staff positions. She felt the upgraded position also provides opportunity by creating a pathway for upward mobility, allows for succession planning, and provides stability to the department. It was commented that aside from the day-to-day responsibilities of the members in the department, Y&FS employees sit on 16 different boards and committees, and, for those with appropriate requirements and licensures, also supervise graduate level (counseling) interns. It was noted that the budget request for the upgraded position was approved for FY19 by the Finance Director.

ACTION ITEMS

- Minutes from the November 15, 2017, meeting were reviewed.
 - R. Laughna moved to approve the minutes as written; D. Hyde seconded. Members D. Hyde, R. Laughna and R. Lipton voted "In Favor". J. Emerson was not present for the vote.
- The Board discussed the revised job description for *Clinical Coordinator* noting its supervisory responsibilities and the requirement to have the highest level of licensure in the field of counseling. The job description was graded using the HRS Municipal Position Classification and Rating Manual and fell solidly in Grade 12.
 - R. Lipton moved to approve the job description for *Clinical Coordinator* with one edit noted, and to place the position at Grade 12 on the ATP Compensation Plan effective July 1, 2018; R. Laughna seconded. Members D. Hyde, R. Laughna and R. Lipton voted "In Favor". J. Emerson was not present for the vote.
 - R. Laughna moved to place the Clinical Coordinator at Grade 12, Level 2 on the ATP Compensation Plan effective July 1, 2018; R. Lipton seconded.

Members D. Hyde, R. Laughna and R. Lipton voted “In Favor”. J. Emerson was not present for the vote.

- The Board reviewed a job description for *Business Liaison and Licensing Agent* within the Community and Economic Development Department. The job description incorporates some new responsibilities that cover the Business Liaison area, and also includes many licensing responsibilities which were formerly performed by the Planning and Land Use Specialist, a position that was recently vacated. The Board observed that the job description speaks more to the licensing piece of the job with not much emphasis on the Business Liaison part and asked what is really trying to be accomplished with this job description? Although the Board was willing to approve the job description as is, it suggested that the job description go back to the manager to review and rewrite so as to clearly state the function of this position. (The job description went back to the manager and will be reviewed for approval at the next Personnel Board meeting.)

DISCUSSION ITEMS

NEXT MEETING: JANUARY 30, 2018, 7:30 P.M.

ADJOURNMENT

- The meeting adjourned at 9:30 p.m.