

# HUMAN RESOURCES COMMITTEE MINUTES

September 23, 2014

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## Call To Order/Attendance

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Vice Chair Dr. Carol Berz, Committee Chair called the meeting to order at 1:40 p.m. in the J.B. Collins Conference Room. Those present were Council Chairman Chip Henderson and Council members Chris Anderson, Moses Freeman, Russell Gilbert, Larry Grohn, Yusuf Hakeem, Jerry Mitchell and Ken Smith.

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## Others in Attendance

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CAO: Wade Hinton, City Attorney; Mayor's Office: Travis McDonough, Chief of Staff; Council Clerk's Office: Randy Burns, Management Analyst, and Nicole Gwyn, CMC, Deputy Clerk.

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## Approval of Minutes

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**On motion by Councilman Freeman** and seconded by Councilman Anderson, the minutes of the last meeting (September 16, 2014) were approved.

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## Agenda/Purpose

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Vice Chair Dr. Berz called the meeting to order at 1:40 p.m. to discuss personnel matters. Chairman Henderson recommended restructuring the office to include four positions. He distributed job descriptions and pay ranges for the following recommended positions:

- Legislative & Management Analyst
- Clerk to the Council
- Council Support Specialist
- Administrative Support II

Discussion ensued. During which, Councilman Mitchell asked for revisions to the skill sets for the proposed administrative job descriptions. **Councilman Freeman moved** to accept the "restructure" for all positions except the Legislative & Management Analyst position. **The motion failed** to garner a second. After further discussion, **Councilman Hakeem moved** to defer the restructure for one (1) week for discussion at 1:30 p.m. and a vote at 3:00 p.m. Councilman Grohn seconded. **The motion carried**, with Councilman Mitchell voting "NO" and Chairman Henderson abstaining.

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## Adjournment

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There being no further business, Vice Chair Dr. Berz adjourned the meeting at 2:15 p.m.

(A full digital audio of this meeting has been  
filed with the Clerk of the Council's office)

