INDEPENDENCE PERSONNEL BOARD
MEETING MINUTES
MAY 17, 2024
IUC – ROOM 117
17221 E. 23RD STREET S., INDEPENDENCE, MO 64057

Members Present
Laura Dominik, Chair
Karl Blair
Cindy Trapman
Arthur Freeland

Members Absent
Kendra Brockman

Staff Present
Jaime Rehmsmeyer, Human Resources Director
Carissa Smith, Human Resources Business Partner
Jeremy Cover, City Counselor, Lauber Municipal Law, LLC

Additional Present
Michael Veit, IAFF President
Andy Hazelrig, IAFF Steward
Bridget McCandless, City Council member

A Quorum was established.

A meeting of the Personnel Board was held on Friday, May 17, 2024, commencing at 10:01 a.m., at IUC, Room 117.

Call to Order
The meeting was called to order at 10:01 a.m. by Laura Dominik, Chair.

Roll Call
Laura Dominik, Chair- Present
Arthur Freeland, Board member- Present
Karl Blair, Board member- Present
Cindy Trapman, Board member- Present
Jaime Rehmsmeyer, Human Resources Director - Present
Jeremy Cover, City Attorney- Present
Carissa Smith, Human Resources Business Partner- Present

Laura Dominik, Chair reviewed the meeting expectations and purpose of the board as Cindy and Arthur were new to the board.

Laura Dominik opened the floor for questions on the expectations presented. There were no questions brought forward.

Approval of the November 21, 2023 Personnel Board Meeting Minutes

Laura Dominik, Chair called for motion to approve minutes. Laura Dominik, Chair motioned, and Karl Blair, Board Member seconded motion. Board approved unanimously. **MOTION CARRIED.**

New Business

Proposed Removal of Eliminated Item: Special Circumstances Leave Program Suspended January 1, 2012
New board members had questions on specifically what was being changed.

Jaime Rehmsmeyer, Human Resources Director explained that policy in question was a policy that was sunset in 2012. While the policy was no longer active, it had not been removed from the policies and procedures manual fully. The policy has been redlined in the document since it was sunset.

Laura Dominik, Chair motioned the matter to hearing. Board unanimously approved. **MOTION CARRIED**.

Old Business

Proposed Personnel Policy Revision: Article V: A, 2 – Pay Plan

Laura Dominik, Chair called for discussion on the removal of the verbiage "and adopted by Council". The board members had no questions or concerns surrounding the proposed removal of verbiage.

Laura Dominik, Chair motioned to move forward to hearing. Arthur Freeland, Boad Member seconded motion. Board unanimously approved to move to hearing. **MOTION CARRIED.**

Proposed Personnel Policy Revision: Article VI: B – Termination

Jaime Rehmsmeyer, Human Resources Director provided background for the board on why the verbiage was being updated including providing a broader scope for management action, ensuring Human Resources is involved in all aspects of the process, and providing additional parameters around the process.

Board recommended the following changes:
1A- Classified employee is to be capitalized.
1A.1- Recommended adding "or" clause for deny termination **or** suspend.
1A.2.i.- Classified employee is to be capitalized throughout section; Reviewed the verbiage surrounding written statements for terminations. Written statements for reasons for termination action will be provided to employees upon request. Board recommended remove subsection i under 2. Due to repetitiveness throughout the section. Board discussed and concurred to keeping subsection iii under 2. Under iii board recommended changing verbiage from "Reinstatement of" to "Reinstated".

Laura Dominik, Chair called for concerns before moving to unclassified. No concerns were brought. Discussion continued to Unclassified Employees.

2- Unclassified employees- Board reviewed the change to remove severance (transition pay) for employees termed for cause; unclassified employee is to be capitalized.

Laura Dominik, Chair motioned to move hearing. Cindy Trapman, Board Member seconded the motion. Board Unanimously approved to move to hearing. **MOTION CARRIED.**

Proposed Personnel Policy Revision: Article IV: C – Holidays

Reviewed the reasons for updating the holiday pay verbiage: clean up language on provision of holidays to incorporate all varying schedule types and standardize holiday pay across the organization and CBA's. Also reviewed the verbiage and process surrounding amount of holiday hours paid vs. employee's normally scheduled hours. Reviewed definition of holiday pay and Board agreed that it is adequately defined.

Laura Dominik, Chair motioned to move the changes to hearing. Cindy Trapman, Board Member seconded the motion. Board Unanimously approved to move to hearing. **MOTION CARRIED.**

Proposed Personnel Policy Revision: Article III: D, 2, b – Extension of Probationary Period

Reviewed the reasons for the recommended changes. The City is looking for broader parameters to ensure all mitigating factors are able to be considered vs the current policy language which is limiting.

Additionally, it was recommended that he/she be changed to they/their all areas of para D1.a.

Laura Dominik, Chair moved to motion all changed to hearing. Arthur Freeland, Board Member seconded the motion. Board unanimously approved. **MOTION CARRIED.**

Proposed Personnel Policy Revision: Article III: E, 1 - Employee Performance Appraisals, Frequency

Reviewed recommended changes in verbiage is to outline the expectations for performance for the various roles (general/public service).

Board recommended term "public service" be changed to "public safety".

Laura Dominik, Chair moved to motion all changed to hearing. Arthur Freeland, Board Member seconded the motion. Board unanimously approved. **MOTION CARRIED.**

Proposed Personnel Policy Revision: Article VIII: - Drug & Alcohol Policy

Laura Dominik, Chair motioned to take agenda out of order to address new business and save the proposed changes to the Drug and Alcohol policy until the next meeting. Cindy Trapman, seconded motion. Board unanimously approved. **MOTION CARRIED.**

Proposed Personnel Policy Revision: Article III: G – Nepotism

The board began reviewing the proposed changes to the Nepotism policy. The impact to hierarchy was discussed thoroughly. The definition of family member was also discussed as was the verbiage used to describe relationships.

The board recommended moving further discussion of the changes to the next meeting due to needing additional time to review and discuss the changes.

Laura Dominik, Chair motioned that this be postponed until next meeting for further discussion and review. Arthur Freeland, Board Member seconded the motion. Board unanimously approved. **MOTION CARRIED.**

Next Meeting

The board will meet on Friday, June 14th, at 9:00am for the matters moved to hearings only.

The next personnel board meeting to review additional items will be Friday, May 24th, from 11:00am-12:00pm.

Adjournment

Laura Dominik, Chair motioned to adjourn at 12:02pm. Cindy Trapman, Board Member seconded motion. Board unanimously approved. **MOTION CARRIED.**