



**PERSONNEL COMMITTEE MEETING  
REMOTE MEETING  
Wednesday, April 21, 2021  
3:30 PM**

**MINUTES**

**1.0. CALL TO ORDER**

- Meeting called to order at 3:31pm

**2.0 ROLL CALL**

- Committee members present: Barbara Burkey
- Committee members tardy: John Huff arrived at 3:34pm.

**3.0 PUBLIC PARTICIPATION NON-AGENDA ITEMS**

- None.

**INFORMATION/DISCUSSION**

**3.1 Review Finance Officer Job Description**

- Moneque gave an overview of the proposed changes of the job description.
- Barbara said that she thought it looked good and tightened up the job description.

**3.2 Review Job Description Recreation Instructor I**

- Moneque Wooden gave an overview of the job description and how it differentiates from a Recreation Instructor II.
- Burkey and

**3.3 Review Job Description Recreation Instructor II**

- Moneque Wooden gave an overview of the job description and how it differentiates from a Recreation Instructor I. Recreation instructor II comes to MCRPD with a lesson plan while Recreation Instructor I run existing programs.

**3.4 Review Salary Schedule with Step Increases**

- Burkey wanted to know what the difference between the previous approved salary schedule.
- Wooden stated that the previous job description was an attempt to catch up with the minimum wage. This salary schedule is looking into the future for retention of employees with a set step schedule for salaries.
- Burkey asked if these amounts were competitive with other jobs in the County. Wooden answered that they are comparable for this area but not particularly competitive. Wooden said that she would like to see the salary schedule adopted April 25<sup>th</sup>, 2021 since that is the first day of a pay period and the first hire date of our onboarding employees for reopening.
- Huff asked the calculation of the step increases. Wooden said they were based on 4% increases.

**4.0 ADJOURNMENT**

- Meeting adjourned at 3:49pm