

MINUTES OF THE REGULAR MEETING  
OF THE PERSONNEL COMMITTEE  
OF THE CITY OF SUNSET HILLS, MISSOURI  
HELD ON WEDNESDAY, JUNE 17, 2015

PERSONNEL COMMITTEE MEETING 6/17/15

Attended by: Sterling Price (HR Consultant for ODP), Dee Baebler, Rich Gau, Scott Haggerty, Jeff Steinhart, Bob Beumer (Personnel Committee) and Mike Fitzgerald (Finance Committee).

Aldermen Kurt Krueger, Tom Musich, Steve Bersche and Keith Costial, Mayor Mark Furrer.

Residents: Sandra Ankney, Frank Hardy.

Meeting began at 7:30 p.m. and ended at 8:45 p.m.

Mr. Price presented his findings after assessing the administration department on-site for 7 hours and talking to other parties outside administration over the telephone. He suggests that we hire outside the city for city clerk or city administrator, contingent upon which position is decided to be hired. He also suggested the following:

- \* Reiterate that Ms. Lay is the interim supervisor as Deputy City Clerk. All scheduling and other supervisory decision and approvals will go through her as they have in the past.
- \* Ms. Lay will receive leadership coaching to support her position.
- \* Ms. Heischmidt is to take all finance duties and oversee financial operations.
- \* Ms. Heischmidt will get training from our accounting firm and support from them.

The role of city administrator vs. city clerk should be analyzed as soon as possible so that we may move forward with job posting.

- ✓ A Motion to approve Mr. Price's recommendations was made by Alderman Gau and seconded by Mr. Haggerty. All attendees were in favor and the Motion passed.
- ✓ A Motion to request Mr. Price to provide a proposal to outline recommended job coaching and job analysis was made by Alderman Gau and seconded by Mr. Haggerty. All attendees were in favor and the Motion passed.

Mr. Price recommends that other ideas/suggestions (such as going back to a 5-day work week) should be postponed until we are able to confirm the position for which we are hiring. We decided the next step is to organize a meeting to review the role of City Administrator vs. City Clerk. Alderman Gau agreed to organize this meeting with Ms. Lay's help. The Board of Aldermen and Finance Committees will be invited to this meeting. We also agreed that the following step will be to put together a selection committee following the guidelines set forth by the job analysis to set expectations and a fully defined role.

As Submitted by,

Alderman Dee Baebler