
Joint Personnel & Utility Personnel Committee Meeting
Wednesday January 31, 2023
6:30 at City Hall
MINUTES



Members present: Cheryl Braun, Kay Marose, Jane Fude, and Mayor Wegener

Utility Members present: Robert Affeld, Ross Canniff, Bart Coons

Members absent:

Also, Present: Chief Dave Beal

1. Meeting called to order at 6:30 pm.
2. Braun/Affeld motion to approve agenda. Motion carried.
3. Marose/Braun motioned to approve the January 10, 2023, minutes. Motion carried.
4. Public Comment: None
5. **Review, Discuss, and Take Action on determining the Staff Days off for the Christmas Eve and New Year's Eve Holidays.**

Marose/Canniff motion to approve December 22, 2023, and December 29, 2023, as the days off for the Christmas Eve and New Year's holiday respectfully. Motion carried 6-0.

6. **Review, Discuss, and Possibly Approve Eliminating the Probationary Period for New Employees.**

Fude/Affeld motion to replace 105 Probationary Period of the Personnel Policy with 105 Orientation Period-For the first 6 months of employment, an employee participates in an orientation period. This offers the City an opportunity to review the employee's skills, ability, and attitude. It also offer the employee the opportunity to evaluate the suitability of the placement. New employees will not be eligible to receive cost of living raises until the orientation period is completed. Motion carried 6-0.

7. **Review, Discuss, and Possibly Approve an Employee to Work Remotely.**

Braun/Marose motion to approve the current part-time Recreational Department employee to work remotely to answer the Department calls and emails at the current pay rate until the position of Recreation Director is filled. Motion carried 6-0.

8. **Review, Discuss, and Possibly Take Action on Employee Evaluations.**

General discussion was had on employee evaluations, the benefits, and the challenges of conducting these evaluations. Also noted that the City wage scale is not based on employee performance.

9. Review, Discuss, and Possibly Take Action on Pay Schedules.

Affled/Coons motion to use the label of Steps on the Wage scale verses Year. The movement of the Steps would be based on a 12-month period. Motion carried 6-0.

10. Review, Discuss, and Possibly Approve 2022 Vacation Carry Over for Street Superintendent Scott Carpenter.

Marose/Fude motion to allow Scott Carpenter, Street Superintendent, to carry over 40 hours of vacation until January 31, 2023. Marose-yea, Fude-yea, Braun-nay. Motion carried 2-1. The Committee noted that this has been a reoccurring issue and would like to see this matter addressed earlier in the year to prevent the need for the carry over request.

11. Review, Discuss, and Possibly Approve Hiring Part-Time Police Officers.

Marose/Braun motion to authorize Chief Beal to hire a part-time police officer as a temporary employee to work as needed to fill open shifts at a wage of (\$24.32). All hiring requirements (background check, drug screen, evaluations, etc.) would be waived if the person is a law enforcement officer in good standing. Motion carried 3-0.

12. Review, Discuss, and Possibly Approve Hiring a Firearms Instructor/Weapons Technician.

Fude/Braun motion to approve the hiring of a Firearms Instructor/Weapons Technician at the rate of \$24.32 as a temporary employee. All hiring requirements (background check, drug screen, evaluation, etc.) would be waived if the person is a law enforcement officer in good standing. Motion carried 3-0.

13. Review, Discuss, and Possibly Approve Opening Police Union Contract regarding two specific items, Article 18: Section 1-Wages, and Article 19-Residency.

Marose/Fude motion to approve opening the Police Union Contract regarding two items- Article 18: Section 1 – Wages and Article 19 – Residency (response time). Motion carried 3-0.

14. Review, Discuss, and Possibly Take Action regarding employee benefit options when hiring new officers.

Marose/Fude motion that due to the current hiring challenges and the need to provide public safety to the City of Juneau the committee approves a non-president setting action to pay the wages and benefits of the new Police Department hire that started 1-12-2023 while attending 720 hours of training at the Police Academy. Motion carried 3-0.

15. Old Business. None

16. New Business. None
17. Set Date and Time for Next Meeting: February 28, 2023, at 6:30 pm
18. Fude/Braun motioned to adjourn meeting at 8:20 pm. Motion carried.

Minutes Reported By:
Kay Marose