

IDA GROVE
City Council Personnel Meeting
12:00 noon, October 2, 2017
City Hall

The meeting was called to order at 12:17pm by Council member Ryan Goodman.

Roll Call: Ryan Goodman, Doug Clough and Gregor Ernst present.

Others Present: Mayor Devlun Whiteing.

Motion by Council member Ernst, second by Council member Clough to approve the agenda.

Motion carries unanimously.

Council member Clough not participating in the discussion as his wife is employed by the Rec Center. Discussion of raises for part time staff. Raises for all part time receptionists, all have been with the Rec Center. The Rec Center has been static with raises, not 3% every year. They are worth more than \$7.25/hour. Talking about years of service worked versus hours of service worked. Going over wage recommendations. Discussion of issues with shift differential. Scheduling employees can be difficult. Talking about baseline pay. Recommendations for pay scale/structure. Discussing performance pay. Talking about a request to have employees work weekends.

Discussion to make Dawn Schreiber a full time Administrative Assistant. Talking about job title; executive assistant versus administrative assistant job title. Discussion of Deputy Rec Director job description. Talking about pay rate and going back to the Board for their recommendation. Discussion of benefits and cost. Talking about pay rate going to \$11/hour and benefits for Dawn. Discussion of the Rec Center Board.

No discussion of the Administrative Assistant job description.

Discussion of employee benefits. Talking about insurance costs. Different plans presented. Discussion of amount employee would pay. Talking about individual cost versus family plant cost. Discussion of paying up to \$1,000 per employee and family. Talking about maximum city contribution. Discussion of employee contribution. Talking about maximum single contribution. Discussion of maximum family contribution.

No discussion of the new employee manual.

Motion by Council member Ernst, second by Council member Goodman to adjourn at 1:23pm.