

TOWN OF CAROLINA SHORES
Human Resources Committee
Special Called
Meeting Minutes
January 7, 2021
10:15 a.m.

At 10:15 a.m., Mayor Dunn called the Special Called Meeting of the Human Resources Committee to order.

Present:

Mayor Joyce Dunn
Commissioner Greg Davis
Commissioner Bill Brennan

Also, Present: Chad Hicks, Town Administrator and Nicole Hewett, Town Clerk

Absent: None

Discussion on Personnel, Job Titles, Salary Grades & Merit Raises:

Mayor Dunn said she had discussion with Commissioner Brennan about how the Administration building has rankings, clear job descriptions. Mayor Dunn said Administration and Maintenance should both have rankings and clear descriptions. There was discussion on this matter. Mr. Hicks said we do have equipment operators in Maintenance. Commissioner Brennan said he rearranged the pay table. There was discussion on salary grades. Mayor Dunn said we need to look at Mr. Edwards salary. Commissioner Davis said a few years back we revamped the pay grades and he has no problem changing the Maintenance workers job titles to increase their salary. Commissioner Davis said since we gave a 2% COLA in mid July, he proposes a 2% cost of work raise for all employees including the Maintenance workers. Commissioner Davis said we already gave a 2% raise and we have a cap on 5%. Commissioner Davis said we could give up to 3% more but he proposes 2%. Commissioner Davis said our employees worked every other week for 4 months and had paid days off due to Covid 19. Commissioner Brennan said technically it would be a 1% raise. Commissioner Davis said he needs Mr. Hicks to bring back the job descriptions to bump people up in the pay grades. There was discussion on job titles for the maintenance workers based on their skills.

Discussion on Plan for Covid 19:

There was discussion to continue to keep doing what we are doing. There was discussion on rescinding the Covid 19 Resolution and re-writing a Resolution changing the days to 14 consecutive days. There was discussion on having a job assessment of what could be done at home.

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE HUMAN RESOURCES COMMITTEE SPECIAL CALLED MEETING OF JANUARY 7, 2021. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Pro Tem

Submitted by:
Nicole L. Hewett, Town Clerk