

APPROVED PERSONNEL COMMITTEE MEETING MINUTES

Date: September 22, 2023

Time: 3:00 p.m.

Call to Order

Karen Bounds called the meeting to order at 3:16 p.m.

Roll Call

Committee Members present: Karen Bounds, Loretta Broomfield, Frank Buckingham, Kristi Walker

Other Attendees & Guests: Jill Trevino

Public Comment

None

Approval of Minutes

A motion and a second were made to approve the June 16, 2023, minutes. Motion carried unanimously by roll call vote.

Unfinished Business

None

New Business

Review New and Revised Job Descriptions for FY2024

The Human Resources Director reviewed new and revised job descriptions for FY2024, then explained how HR Source evaluates the job descriptions for placement on the pay grade scale for consistency and an equitable compensation structure.

Review HR Source Pay Grades for positions

The committee reviewed the HR Source pay grades survey data for all positions.

Pay Grade Scale effective July 1, 2023, for Reference

The review included the IHLS pay grade assignment scale effective July 1, 2023, for reference listing all positions.

Public Comment

None

Announcements

The HR Director told the committee to expect new Employee Handbook Policies for review at the next meeting.

Adjournment

Adjourned at 3:28 p.m.