

**MINUTES OF THE PERSONNEL BOARD MEETING**  
**HELD ON THURSDAY, JUNE 26, 2008**  
**BRANNON CENTER, 105 N. RIVERSIDE DRIVE,**  
**NEW SMYRNA BEACH, FL 32168**

Chairperson Pohlar called the meeting to order at 4:00 p.m.

**ROLL CALL:**

|  |   |         |
|--|---|---------|
| Chairperson Martha (Micky) Anne Pohlar | - | present |
| Board Member Dianne C. Shelby          | - | present |
| Board Member Elaine Giannini           | - | present |
| Board Member Robert Chapin             | - | present |
| Board Member Jesse McGuirk             | - | present |

**APPROVAL OF MINUTES OF MEETING HELD MAY 22, 2008**

Ms. Giannini made a motion to approve the minutes from the previous meeting, seconded by Mr. Chapin.

**NEW BUSINESS**

Ms. Pohlar opened the discussion by asking if anyone had any recommended changes from the last meeting and if not to make a motion to approve the changes. Ms. Giannini made a motion to approve the minutes from the last meeting, seconded by Ms. McGuirk.

Ms. Pohlar began the review of the Personnel Policy and Procedures, Section X and XI and asked if there are any questions on page 105 and 106, Section X, Corrective Actions. There were none. She made a statement that she thought it was unusual that sleeping during working hours unless otherwise permitted. Ms. Hargy responded by saying that our Firefighter's work twenty-four hour shifts and sleep eight hours. Ms. Hargy stated that under the Group III Offense's that discipline could include up to a ten-day suspension.

Ms. Pohlar asked if there are any questions on page 108 and 109. A question was raised on Item t, on what would be considered a conflict of interest. Ms. Hargy replied that it depends on the situation for example, Florida Statute prohibits employee's who work for the City to have employment at a company that is a vendor of the City.

There was a discussion on Item v, failure to properly evaluate a subordinate employee. A question was raised on what is being evaluated. Ms. Hargy stated that performance is evaluated. An agreement was made to add the word "performance" to the sentence to state "failure to properly evaluate performance of a subordinate employee".

Ms. Pohlar raised a question on page 111. She addressed an issue concerning Item b, Illegal conduct on-duty or off-duty, and suggested that if an employee is out on an unpaid suspension and is later not found at fault, then that employee is entitled to receive back pay and a statement

should be added. Ms. Hargy suggested the following statement, "If not substantiated, then the employee will be made whole".

Ms. Shelby asked if an employee were arrested in another City, would Personnel know about it. Ms. Hargy said yes, it is listed in the newspaper.

Ms. McGuirk asked what happens to an employee's benefits if they are put on suspension. Ms. Hargy said that the benefits stay in place through the end of the month, then at the beginning of the next month the employee can elect to continue the benefits, but they have to pay for it.

Ms. Pohlar asked if there are any questions on any of the following pages. Some grammatical errors were addressed and they will be corrected.

#### OLD BUSINESS

Ms. Pohlar asked if there is any old business that needs to be addressed. There was none.

#### OTHER BUSINESS

Ms. Pohlar asked if there is any other business that needs to be addressed. Ms. Hargy stated that at the next meeting she will bring the whole document to identify any areas that need to be addressed then it can be submitted to the City Manager for review, then to the City Commission for adoption.

#### ADJOURNMENT

Ms. Shelby made a motion to adjourn which was second by Ms. McGuirk. The meeting was adjourned at 4:30 p.m.

The next meeting is scheduled for Thursday, July 24, 2008 at 4:00 p.m.