

MINUTES OF THE PERSONNEL BOARD MEETING
HELD ON THURSDAY, MARCH 27, 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	-	not-present
Board Member Elaine Giannini	-	not-present
Board Member Robert Chapin	-	present
Board Member Jesse McGuirk	-	present

APPROVAL OF MINUTES OF MEETING HELD FEBRUARY 28, 2007

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

NEW BUSINESS

Ms. Pohlar asked if there are any questions on Section IX, Worker's Compensation, of the Personnel Policy and Procedures Manual. Ms. McGuirk had a question on page 90, Section C, Safety Committee, and asked if there is a Safety Committee. Ms. Hargy said there is and it meets on a monthly basis. Safety Training is also provided through the Safety Committee.

Mr. Chapin addressed page 90, Section A, Safety Policy, fourth paragraph, and suggested the word "everyone" be changed to "all employees". He addressed Section B, Accident Prevention, second paragraph, and suggested the word "program" be changed to "programs".

Ms. Pohlar asked if there are any questions on page 91. There were none. She asked if there are any questions on page 92. Ms. McGuirk addressed Section F, Worker's Compensation for Injured Employees, number 2, and suggested that the word "exceptions" should really be "except in".

Ms. Pohlar asked if there are any questions on page 93. Ms. Hargy addressed number 4, the highlighted section, and asked Ms. McGuirk how her employer pays for the dependent medical coverage when an employee is out on worker's compensation leave. Ms. McGuirk said that the employee is responsible for paying for their portion of medical benefits while on leave. Ms. Pohlar stated that her employer does pay for the additional portion that the employee is responsible for while they are out on worker's compensation leave only. She asked if there is a penalty for not reporting an injury within a specified time frame. Ms. Hargy said that the City has not been penalized before and worker's compensation generally accepts a claim even if it is submitted late.

Ms. McGuirk addressed page 92, number 3, and asked if supplemental pay for employees is approved on a case-by-case basis and if the pay would be in addition to what they would have been paid. Ms. Hargy said the supplemental pay is approved by a case-by-case basis and it would be above and beyond what the employee would normally receive as far as disability.

Ms. Pohlar addressed page 91, Section D, On the Job Injuries, second paragraph, and asked if employees must contact not only their immediate supervisor, but also the fire department. Ms. Hargy stated that a statement such as “if in a medical emergency” could be added to. Ms. McGuirk stated clarification of Ms. Pohlar’s question that it should be the supervisor’s responsibility to contact the fire department. Ms. Pohlar suggested that there should be some clarification to the policy.

Ms. Pohlar asked if there are any questions on page 94. Ms. McGuirk addressed Section G, Safety Equipment [and] devices and suggested that it should be moved to either Section A or B.

OLD BUSINESS

None

OTHER BUSINESS

Ms. Hargy stated that the next sections for review is X, Corrective Actions and XI, Grievance Procedure. She suggested that each section be reviewed at separate meetings.

ADJOURNMENT

Ms. McGuirk made a motion to adjourn which was second by Mr. Chapin. The meeting was adjourned at 4:15 p.m.

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