

Minutes of the Employee Relations Committee held on January 30, 2008

Meeting called to order by Chairman Mitch Greer. Present were committee member Christine Carson, alternate member Dana Jo Smith, resident Judy Hammons and City Clerk Bill Bowers.

Long-Term Training for Assistant Clerk

The committee discussed the training for the Assistant Clerk, Tanna Carter. All agreed she has the tools to be a good clerk.

Bowers suggested that the details of a training program be created by the Employee Relations Committee and the City Clerk. The performance review for the Assistant Clerk would be based on her learning the Clerk's position and not necessarily on her performance as Assistant. The Clerk's School, which is sponsored by the IMFOA, is a good start but it only teaches the broad overviews vs. the nuts and bolts about how the job is done. This way Council would be appraised of her training and advancement.

Greer thought it was a good idea and asked that Bowers begin to prepare the next step ~ a detailed outline of training.

Carson and Hammons disagreed. Carson stated that no duties in the Clerk's office are that hard and that Tanna is ready to do things like the budget. She gets enough training by being in the office with Bill.

The Committee, with Greer objecting, decided not to put any training schedule in writing and that the Assistant Clerk will attend Clerk School and will supplement that education by learning from the Clerk.

Motion to adjourn by Carson at 6:25. Seconded by Greer and carried unanimously.