

## **ADMINISTRATIVE AND FINANCE COMMITTEE**

### **MINUTES - SEPTEMBER 10, 2009**

***The Administrative and Finance Committee convened at 3:05 P.M. Those present were: Mayor Lawrence, Councilor Irelan and Citizen Member, Art Newsome.***

***Also Present: Vice Mayor Herndon; Councilor Sutch; Councilor Smith; Mary Karayianes, Director of Finance and Personnel; Chief Williams; Elaine Jackson, Deputy Clerk; Building Official, Lawrence Nayman.***

**1.0 Consideration of approving Committee Agenda for September 10, 2009.**

*MOTION by Art Newsome – seconded by Councilor Irelan, to approve the Committee Agenda for September 10, 2009, subject to adding Item 5.1, Evaluation for Building Department employee, Joyce Ciccarello. Motion carried 3-0.*

**2.0 Consideration of approving Committee Minutes for meeting held on May 19, 2009.**

*MOTION by Councilor Irelan – seconded by Art Newsome, to approve the Committee Minutes for meeting held on May 19, 2009. Motion carried 3-0.*

**3.0 Consideration of approving employee evaluations for Police Department employees, as follows: Hughes, Meegan, Pierce.**

*MOTION by Art Newsome—seconded by Councilor Irelan, to accept the evaluations for Police Department employees Hughes, Meegan and Pierce and approve a 3% merit increase for Hughes and Meegan. Motion carried 3-0.*

**4.0 Consideration of approving employee evaluations for the Administrative Department, as follows: Jackson, Dhonau.**

***Administrative and Finance Committee Minutes  
September 10, 2009 – Page 2***

*MOTION by Councilor Irelan – seconded by Art Newsome, to accept the evaluations for Administrative Department employees Jackson and Dhonau and approve a 3% merit increase for Jackson and Dhonau. Motion carried 3-0.*

***5.0 Consideration of approving employee evaluations for Public Services Department, as follows: Jeter, Berger, Kent.***

*MOTION by Councilor Irelan – seconded by Art Newsome, to accept the evaluations for Public Services Department employees Jeter, Berger and Kent, and to approve a 3% merit increase for Jeter, Berger and Kent. Motion carried 3-0.*

***5.1 Consideration of approving employee evaluation for Building Department employee Joyce Ciccarello.***

*MOTION by Art Newsome – seconded by Councilor Irelan, to accept the evaluation for Building Department employee Joyce Ciccarello, and approve a 3% merit increase for Ciccarello. Motion carried 3-0.*

***6.0 Consideration of evaluations for Department Heads.***

*MOTION by Councilor Irelan – seconded by Art Newsome, to accept the evaluations for Department Heads, and recommend Council approval of a 3% merit increase for all Department Heads. Motion carried 3-0.*

***7.0 Consideration of renewal of the Town's health insurance.***

*Mary Karayianes, Director of Personnel, asked for Committee recommendation to Council to renew the current health insurance plan with Blue Cross Blue Shield, with a 16.9% increase in premiums.*

*Director Karayianes addressed her memo relative to entering into an Interlocal Agreement with the city of Treasure Island, FL, for health care coverage with PRM, which would not only result in a 17.09% reduction in amount of this budget year's premiums, but offer better coverage. The Town would pay for single coverage for each employee, and those needing family coverage would benefit by paying \$200 less for the family plan. The Town would be responsible for paying Treasure Island, which would in turn, pay the full group premium. Coverage with Blue Cross Blue Shield may be cancelled as soon as coverage with PRM has been finalized.*

***Administrative and Finance Committee Minutes  
September 10, 2009 – Page 3***

*MOTION by Councilor Irelan – seconded by Art Newsome, to recommend Council approve renewing the Town’s health insurance with Blue Cross Blue Shield and to pursue the initiative to join the city of Treasure Island’s health care plan. Motion carried 3-0.*

***8.0 Consideration of the Town’s long-term disability insurance.***

*Chief Williams explained that long-term disability is an option for general employees, but a negotiated benefit with the union. However, there are seven employees covered who are over the age of sixty, resulting in the benefit paid equaling less than the premium paid. He suggested a better benefit would be life insurance.*

*The Committee consensus was to investigate other alternatives to the long-term disability insurance*

***9.0 Consideration of approving request from Chief Williams for authorization for Paid Temporary Employee positions.***

*Chief Williams stated three officers were needed to cover vacation and sick leave. These non-union employees would work less than thirty hours per week and receive no benefits.*

*MOTION by Councilor Irelan – seconded by Art Newsome, to approve the request to authorize Chief Williams to hire Paid Temporary Employees. Motion carried 3-0.*

***10.0 Consideration of approving request from Chief Williams for authorization to carry over annual leave.***

*MOTION by Councilor Irelan – seconded by Art Newsome, to approve request from Chief Williams to carry over annual leave for himself and Captain Hughes. Motion carried 3-0.*

***The Administrative and Finance Committee adjourned at 4:20 P.M.***

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***ELAINE JACKSON, MMC  
Deputy Clerk***