



- Finance comp time seems to be an issue
- City manager stated cannot work comp time without supervisor's permission
- Finance staying to accomplish tasks needing to be completed
- Is there a standard measure that indicates Finance is understaffed vs. another city our size?
- In some places, if employees work more than 40 hours, the extra hours must be taken in the same pay period
- Finance could be told to only work normal hours
- David Cottrell has employees on call; if they are called in, they take the next day off
- What departments can be looked at to eliminate comp time, i.e., meter readers?
- Are there non-exempts who need to be exempts?
- Oxford has a high number of police officers for its population
- High crime rates in spite of having high staffing
- Is there a way to reduce the current 175 hour restriction?
- Some cities make employees take comp time first before vacation, sick, etc.
- Can Oxford's comp time be reduced to no more than 40 or 80 hours accumulated?
- 80 hours might be a good starting point and then ease into 40 hours

*The Board stated that effective immediately, employees should use comp time before using any other time.*

#### **DISCUSSION ON THE PERFORMANCE REVIEW PROCESS AND PROCEDURES FOR THE CITY CLERK AND CITY ATTORNEY**

- Would the Personnel Committee be appropriate to conduct these evaluations?
- The Personnel Committee can also deal with any issues
- Should the Personnel Committee come up with findings and then inform the Board?
- Should this be a yearly review?
- The mayor and city manager should also complete an assessment
- Maybe the reviews should be done every two years to accommodate new commissioners
- Maybe the manager could do an informal yearly review and then the Board could do a formal review every two years
- Communicated should be what the job and goals are and how the individuals will be rated
- It doesn't matter if commissioners just came on board because other commissioners will have worked longer with the individuals

*The Board stated there needs to be job descriptions and what the clerk and attorney will be evaluated on. It is important for self-evaluations to be done. The appraisal process is to include time tables. The human resources director should compile all the information from the evaluations and present it to the Personnel Committee.*

#### **DISCUSSION ON A PERSONNEL REVIEW BOARD**

Present for this discussion was Attorney Robin Davis with the firm of Jackson Lewis. Ms. Lewis is often hired by the NC League of Municipalities.

- Most cities with such a board are much larger than Oxford
- These boards can be a bit cumbersome and expensive depending upon how they are set up
- What you end up with depends upon what your goals are
- Employees currently do not have due process rights under the personnel policies; there is no legal entitlement under the constitution
- In some thoughts, an employee's job could be their property. Therefore, the City is required to give employees certain rights and processes prior to disciplinary action.
- There would be property interest in jobs if the personnel policy were adopted by Ordinance. Want to avoid this so as not to cause the City to defend against things it doesn't have right now.
- MPT Herring stated things go on that he needs to know as a commissioner, particularly related to how it affects the City and decisions the Board will need to make. Don't want to tread on manager's responsibility, but he feels he needs to know what the manager knows and how it will affect the City. Don't like hearing issues can't be discussed because they are personnel matters.
- Commissioner Sergent stated it is important for employees to have a right of appeal if there is a concern about decisions being made. Currently, once a decision is made, the only appeal is through the courts. If there was a personnel board, this could be a level between the city manager and a lawsuit. Such a board would be impartial.
- A personnel board typically comes in between the employee and the decision of the manager
- The City currently has a four-step grievance procedure
- If the City is trying to create an oversight board, it is not permitted under this form of government
- If concerned about a grievance procedure, employees have a right to an impartial grievance before the manager
- The Board has general governing authority. In theory, the Board has a right to know what's going on.
- The Board has the authority to view personnel files of the city manager, clerk, and city attorney
- Arguably, the manager can go into closed session to talk about personnel matters and inform the Board of things they need know
- The Board is not entitled to make personnel decisions or tell the manager how to make them; the statute requires the manager to be the decision maker
- The City cannot be held liable for wrong decisions of the manager unless there is a policy or practice facilitating the discrimination
- It's tempting to want to know everything going on in the City, but this has to be viewed more as a corporation in order to handle big-picture items

### **CLOSED SESSION**

ON A MOTION BY COMMISSIONER BULLOCK, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143.318.11 TO DISCUSS A PERSONNEL MATTER.

ON A MOTION BY COMMISSIONER CURRIN, THE BOARD UNANIMOUSLY VOTED TO RETURN TO OPEN SESSION.

## **DISCUSSION ON AN EMPLOYEE SURVEY**

HRD Dorsey spoke with Willow Jacobson at the UNC School of Government regarding this survey.

- Worse thing would be to do a survey and then ignore it
- City will find that training is needed as well as policy changes
- The survey should help improve morale and address specific issues
- Questions will be about benefits, customer service, response time for benefits, how employees feel about their team, and specific questions about supervisors; no questions will be specifically about pay
- HRD Dorsey recommends the Board getting results in aggregate where there will be no information about individual supervisors
- HRD Dorsey recommends she and the city manager getting the detailed information and sharing it with each department head about his/her department
- Something will need to be done about ineffective supervisors, addressing those things which can be changed
- Commissioner Harris stated he would like the Board to see the information to ensure it is presented as it should be; he doesn't want to hear comments like 'it's a personnel issue and the Board can't get involved'. He wishes to see the comments as well as the numbers.
- HRD Dorsey stated there is a way to give an aggregate report with general remarks
- CM Donham stated there will be no money for training after the budget process unless the Board wants to get rid of people
- HRD Dorsey stated ineffective supervisors can't be changed in a year
- HRD Dorsey stated training can be scaled to fit a tight budget, training some supervisors and not others
- Training would cost about \$6,000; if level of supervision is not improved, it will cost more than this
- A survey will provide a better sense of the organization
- Don't want to spend the money on training and then the supervisors get worse or leave
- MPT Herring stated the survey should go full speed ahead, the Board should be informed what it will take to accomplish this, and the Board will make a decision
- MPT Herring stated there are individuals in the City who can provide some of this training; also, this Board has skills and expertise in this area that other boards don't have. Commissioner Bullock volunteered for this effort.
- Employees need to understand it will be confidential with no names mentioned

*HRD Dorsey stated this survey can be completed by the end of July. She has money left in her budget and will try to get a deal to have the survey set up online. Those who can't go online will have their surveys mailed.*

## **FORMATION OF ENERGY CONSERVATION COMMITTEE**

Mayor Woodlief appointed this new ad hoc committee with Commissioner Harris as chairman and Commissioners Sergent and Bullock as members.

## **ADJOURNMENT**

WITH THERE BEING NO FURTHER BUSINESS, COMMISSIONER HARRIS MADE A MOTION TO ADJOURN.  
ALL VOTES WERE IN THE AFFIRMATIVE. THE MOTION CARRIED.

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Donna B. Hosch, CMC, City Clerk

ATTEST:

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Al Woodlief, Mayor