

CITY OF PILOT ROCK

SPECIAL COUNCIL MEETING

MARCH 7, 2011

6:00 PM

A. ROLL

The special meeting was called to order by Mayor Virginia Carnes at 6:00 PM. Council members present were Annie Tester, Glenn Snively, Michael Baleztena, George Hall and Shawna Kirk. Also present were City Recorder Jackie Carey, Chief Darren Richman, Kim Bedard and Angel Williams.

B-1 KIM BEDARD RESIGNATION

Mayor Carnes stated that the Council should all have copies of Kim Bedard's letter of resignation. Councilor Hall wanted to know when Bedard's last day would be.

Bedard stated that her last day would be March 18, 2011. Councilor Hall stated that he would ask her what he would ask every employee who had done a reasonable job for the City, would she like to contract back with the City. Bedard replied she would consider it if she wasn't employed elsewhere.

Councilor Hall stated that he wanted to quell an issue, there were some concerns regarding whether or not the City would be able to pick up Jackie Carey's insurance as per the agreement.

Carey stated that she had spoken with John from CIS, and Obama Care doesn't go into effect until August 1, 2011. As long as the agreement is up before then it won't affect her.

Councilor Hall stated that is all he had for regarding the subject for Kim Bedard and he would like to discuss the recruiting process for the City Recorder position.

Councilor Hall stated that everyone should be in on the process of reviewing the applications, and it is not in the best interest of the City for everyone not to review them. It shouldn't take a lot of special meetings and notes should be kept separate from the applications. If the applications are kept in a sealed envelope they can be taken from City Hall for review. Councilor Hall stated that everyone brings something different to the table and everyone looks at something different in an applicant.

Councilor Hall stated that he had asked some time ago to make sure that the City's application process passes the smell test. The City needs to make sure they are not asking questions that they aren't supposed to, or that they are asking the questions

that they should be asking. You can also gear your interview process to include those questions

Councilor Hall continued that anytime you use a procedure to exclude or include applicants the procedure has to also pass specific smell tests. We need to make sure that the test can be used for that purpose. The rules change too fast, the selection process has just as much liability as the discharge process.

Councilor Hall stated that there are current policies in place for hiring, but the City needs to very careful hiring for upper level positions.

City Recorder Carey questioned why the test and process was being changed in the middle of the hiring process.

Councilor Hall stated the City would be more in remiss if the test was allowed to continue to be a determining factor. Councilor Hall stated that he didn't think they would have a problem.

Carey stated that it was just a general knowledge test and if they can't pass the test they are not going to well in the position.

Hall stated he never said he wanted to exclude the test, he wants to make sure they are using every tool available. Councilor Hall also stated that if CIS said right now we couldn't use the test, what would it do for us then?

Councilor Kirk stated that the City absolutely cannot exclude any based on the test.

Councilor Tester wanted to know if Council could look at the test. Carey stated that they could, and Shawna had already looked at it. It is the same test that was used at the Sheriff's Office, it is old and probably need changes.

On a motion by Kirk and seconded by the Council directed Staff to make a copy of all applications for Council to review at City Hall with the exception of Councilor Baleztana who will check them out and check them back in to City Hall. All members present voted yes.

Councilor Hall directed the Council to make sure that they kept their comments separate from the applications.

Mayor Carnes stated that for her own benefit she would like to know what the plan will be for City Hall with Kim's resignation. What would happen if Jackie walks out the door tonight.

Councilor Hall stated that he had asked Darren to contact the League of Oregon Cities to see if there was anyone available on a temporary basis. Councilor Hall asked the Council to give Chief Richman formal permission to do this.

Councilor Hall stated that the City could also use temps and he is also willing to come down and answer phones.

Recorder Carey stated that she has a suggestion since she only has 1039 hours and then she is gone. She would like to see the Council promote Angel Williams into Kim's job and train for the last two weeks that Kim is here and she is willing to pick up the recorder duties. Otherwise what is going to happen is that Kim will be gone and Angel will have questions. Angel has done a great job for the City and this is the best thing for the situation right now. Carey stated that she is willing to do what she needs to do for those 1039 hours if they promote Angel into that position.

Councilor Baleztena stated that he is all for the in house, and not to even post that position.

Councilor Kirk asked Angel Williams what she thought about this. Williams stated that it was the reason she came back part time to the City, she hoped that it might someday work into full time.

Councilor Tester asked Carey if this means that she is willing to work full time for two months if that is what it takes. Carey replied that this is her hometown, she wants to retire but because of the timing she will do what is best for the community. Carey also stated that she recommends going back to 8 hour days, 5 days a week.

City Recorder Carey recommended that the Council promote Angel Williams into Kim Bedard's job so that Kim can begin training.

Councilor Kirk stated that she would like to see a cost analysis. Bedard stated that the range would be the probationary period wage of \$2000 to the current wage which is \$2311.

City Recorder Carey stated that she could have that by Tuesday, but she would like to get training started.

On a motion by Kirk and seconded by Baleztena the Council approved that effective tomorrow Angel William is promote at \$2000 monthly, City Hall hours will go back to Monday through Friday 8:00 AM to 5:00 PM and that Jackie Carey will have recorder duties. All members present voted yes.

J. EXECUTIVE SESSION

An Executive Session was not needed.

COMMENTS

Recorder Carey stated that she would be taking a couple days off next week.

Chief Richman stated that he would like tomorrow to make copies of the applications for review.

ADJOURNMENT

On a motion by Kirk and seconded by Baleztena the meeting was adjourned at 6:45 PM.
All members present voted yes.

APPROVED_____

ATTEST_____