

**Personnel, Operations & Procedures Committee
Volusia Growth Management Commission**

MINUTES FOR
MEETING HELD
Wednesday, August 28, 2013

City of Daytona Beach
Room #291
301 S. Ridgewood Avenue
Daytona Beach, FL

The meeting was called to order at 6:30 p.m. by Committee Chairman, Jack Hayman.

The following POP Committee Members were present: Committee Chairman Jack Hayman, Kenneth Kuhar, Don Romanik, Robert Storke and Rich Walton. Also in attendance were VGMC Chairman Gerald Brandon and Paul Chipok, VGMC Legal Counsel.

NEW BUSINESS

Approval of Minutes – March 27, 2013 POP Committee Meeting

The minutes of the March 27, 2013 POP Committee meeting were unanimously approved as presented.

Consideration of 2013-14 GrayRobinson Legal Contract

The committee briefly discussed the proposed 2013-14 GrayRobinson legal contract. Richard Walton made a motion to recommend the commission approve the contract as presented; seconded by Robert Storke. Motion carried unanimously

Consideration of 2013-14 VHB MillerSellen Planning Contract

The committee briefly discussed the proposed 2013-14 VHB MillerSellen planning contract. Robert Storke made a motion to recommend the commission approve the contract as presented; seconded by Richard Walton. Motion carried unanimously

OTHER BUSINESS

Discussion relating to VGMC Coordinator Job Description

The committee reviewed revisions to the VGMC Coordinator job description and proposed change in title to Operations Manager based upon discussions at the previous POP Committee meeting. The committee also raised concern that this position does not presently receive benefits such as paid personal leave, medical insurance, retirement, etc.

Committee Chairman Hayman discussed the importance of providing benefits, comparable to those offered to other governmental employees, to attract and retain qualified staff to perform the functions of this position. He also spoke of the agreement the VGMC had with Volusia County dating back to 1996 where the County provided equipment, accounting & payroll services, and retirement and medical insurance for the VGMC staff.

Commission Chairman Brandon stated the commission originally contracted with the Volusia Council of Governments (VCOG) for administrative services, however, that agreement was severed in 1996 when the commission reached an agreement with Volusia County. Mr. Brandon stated the former Coordinator received the full benefit package at the time, however, when she passed away the benefits were not carried over to the new employee. He added that the County still provides equipment, accounting & payroll services to the VGMC.

With respect to paid time off, Mr. Hayman stated that presently, the only paid time off for this position is Federal holidays, as established by Volusia County policy, and one personal floating holiday. He suggested the committee consider approving 60 hours of personal paid leave per year. Mr. Brandon stated that according to the Volusia County Employee Handbook, an employee with the nearly 9 years of service as the current Coordinator would be eligible to accrue 114 hours of paid leave annually. He suggested the committee consider 80 hours. Additional discussion ensued and Mr. Romanik recommended the personal paid leave be consistent with County policy. He suggested approving 114 hours of personal paid leave for the present Coordinator if that is what she would be eligible for under Volusia County policy.

Following further discussion, Robert Storke made a motion to recommend the commission change the position title to Operations Manager and approve 114 hours of annual personal paid leave, consistent with Volusia County policies. Don Romanik seconded the motion. The motion carried unanimously. There was also unanimous support to further explore offering medical insurance and retirement benefits for this position. The committee recommended Mr. Hayman meet with legal staff to develop a plan of action to address the lack of health insurance and retirement benefits for this position, including meeting with the appropriate Volusia County representatives to discuss costs and options.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:03 p.m.


POP Committee Chairman


Date