



**OFFICE OF THE CITY COUNCIL
RESEARCH DIVISION**

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CITY COUNCIL PERSONNEL COMMITTEE

Meeting Minutes

**October 17, 2022
11:30 a.m.**

Location: Lynwood Roberts Room, 1st floor, City Hall

In attendance: Council Members Terrance Freeman (President), Ron Salem, Aaron Bowman, Michael Boylan, Ju’Coby Pittman (arr. 11:35)

Also: Paige Johnston– Office of General Counsel; Kim Taylor – Council Auditor’s Office; Margaret M. Sidman – Council Secretary/Director; Merriane Lahmeur and Sharonda Davis – Legislative Services Division; Heather Pelegrin – Value Adjustment Board; Steve Cassada – Public Information Division; Jeff Clements – Council Research Division

Meeting Convened: 11:33 a.m.

President Freeman convened the meeting and the attendees introduced themselves for the record.

Recommended staff title changes.

Council Secretary/Director Margaret Sidman discussed staff position titles. She noted that two Council employees are currently serving in positions with the title of Managers, while the Ordinance Code provides for those positions to be Assistant Chiefs of the Legislative Services Division. The Code provides that assistant chief positions are to be approved by the Personnel Committee and confirmed the City Council. She recommends that the Personnel Committee approve officially appointing the two employees serving under the title of Manager (Sharonda Davis in the Legislative Services Division and Value Adjustment Board Manager Heather Pelegrin) to the Assistant Chief positions within the Legislative Services Division. These appointments would involve no salary change nor any other change other than in job title to comply with the Code provision.

Motion (Salem) – appoint Sharonda Davis as Assistant Chief of Legislative Services and Heather Pelegrin as Assistant Chief of Legislative Services - Value Adjustment Board.

Public Comment:
None

The motion was approved unanimously.

Jacksonville University Council staff study report.

Ms. Sidman said that she has several hundred pages of student reports from the project but the final report is somewhat delayed. She requested approval to work with the Council President when the final report comes in to review and implement its recommendations. The committee agreed with that request.

Council Member Bowman recommended that a resolution of thanks be prepared expressing the Council's gratitude to Jacksonville University for having a master's degree-level class undertake the staff study at no cost to the Council. Council Member Boylan suggested that the legislation be introduced upon receipt of the report

Motion (Bowman): the Personnel Committee authorizes the Office of General Counsel to draft a resolution sponsored by the Personnel Committee thanking Jacksonville University for its work in performing the staff study for the City Council.

Public Comment:
None

The motion was approved unanimously.

Meeting adjourned: 11:42 p.m.

Minutes: Jeff Clements, Council Research Division
jeffc@coj.net 904-255-5137
10.17.22 Posted 5:00 p.m.