NEW CASTLE COUNTY
MINUTES OF HUMAN RESOURCES ADVISORY BOARD MEETING

March 6, 2014

Board Members Present:
Lydia C. F. Anderson, Esquire, Chairperson
Brigadier General Ernest G. Talbert, Member

Board Members Absent:
Patricia Purnell, Member

Others Present:
Helen McKinley, Office of Human Resources
John Troy, Office of Human Resources
Donna McCullin, Office of Human Resources
Laura T. Hay, Office of Law
Diana Brown, Department of Community Services
Linda Heeren, Treasury Division
Roseann Phillippe, Treasury Division
Latonya Frieson-Jones, Local 1607

The meeting was held on Thursday, March 6, 2014, in the Managers Conference Room, New Castle County Government Center, 87 Reads Way, New Castle, Delaware. Board Chairperson, Lydia Anderson, called the meeting to order at 8:38 a.m. and began by asking all attendees to introduce themselves for the record. Ms. Anderson then read the agenda item (listed below).

1. Approval of Meeting Minutes from March 7, 2013

Board member Ernest Talbert made a motion to approve the March 7, 2013 minutes as distributed. Both Board members voted in favor of the motion. The motion passed.

Ms. Anderson read the next agenda item (listed below).

2. Approval of Human Resources Advisory Board Annual Report for 2013

Board member Ernest Talbert made a motion to approve the Human Resources Advisory Board Annual Report for 2013 as distributed. Both Board members voted in favor of the motion. The motion passed.

Ms. Anderson read the next agenda item (listed below).

3. Consider new class specification of Community Services Finance Officer (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) - Pay Grade 32 ($64,440 - $99,968 per year)

Helen McKinley, Office of Human Resources, and Diana Brown, Department of Community Services, spoke and shared some information on the background of the request for the new class specification of Community Services Finance Officer and cited

several reasons in support of the new position. They also answered questions posed by the Board.

Board member Talbert made a motion to recommend approval of the new class specification of Community Services Finance Officer at Pay Grade 32. Both Board members voted in favor of the motion. The motion passed.

Ms. Anderson read the next agenda item (listed below).

4. Consider new class specification of Treasury Customer Service Representative (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 1607) – Pay Grade 17 ($30,994 - $48,085 per year)

Helen McKinley, Office of Human Resources, spoke and shared some information on the background of the request for the new class specification of Treasury Customer Service Representative and cited several reasons in support of the new position. She also answered questions posed by the Board. Two employees from the Treasury Division of the Office of Finance, Linda Heeren and Roseann Phillippe, as well as Latonya Frieson-Jones, representing Local 1607, also spoke to the Board and shared some information on the background of their requests for a new class specification at pay grade 20 in accordance to Position Classification Questionnaires that each had submitted to the Office of Human Resources.

Board member Ernest Talbert made a motion to recommend approval of the new class specification of Treasury Customer Service Representative at Pay Grade 18, without prejudice, with a recommendation that the CFO review all class specifications within his purview at his earliest convenience. Both Board members voted in favor of the motion. The motion passed.

The meeting adjourned at 9:32 a.m. An audio recording of this meeting is on file with the Office of Human Resources.