



Civil Service Board

Special Board Meeting Minutes

Wednesday, February 3, 2004

Chairperson Phil Allen
Vice-Chairperson Eugene Strickland

Chairperson Phil Allen called the Civil Service Board of Lakeland, Florida to order for a special meeting, Wednesday, February 3, 2004, 3:00 p.m., in the Civil Service Conference Room, Department of Civil Service and Retirement, 500 North Lake Parker Avenue, Lakeland, Florida. Present: Chairperson Phil Allen, Board Members Laura Hawley, Herman Moulden, Art Rowbotham, Eugene Strickland, Ronald Tomlin and Civil Service Director Gary Clark. Absent: Board Member Jeff Cox.

❖ Evaluation of Director

- Larry Ross reviewed the process that was conducted for evaluating the Civil Service Director Gary Clark. Employee representatives tended to have more varying responses. Next step is for Gary to meet one on one with Board Members to clarify comments within the evaluation. Board Members should clarify to Gary what the board's expectation is and how to carry them out. Also the Board should formalize this process.
- Board Thoughts
 - Mr. Tomlin indicated Gary should sit down with managers. Gary tries to be an advocate for employees. He views it as Board Members don't have a good understanding of what is going on or he hasn't communicated his responsibilities very well. The board is his boss. The other boards we support were not included in the evaluation. Employee Association was not included in the evaluation.
 - Ron Tomlin - employee appointed versus the commission appointed representatives. Pension side Gary would receive no complaints. Comments are reflective from his experiences as an employee with Gary regarding Civil Service matters. Disappointed that other Department Heads were not included in the evaluation. Recruitment issues in LE. From a LE perspective Ron had issues with Civil Service.
 - Gene Strickland - Agreed with Ron regarding including other department heads in the process. Process is intended to make this board and the director the best it can be. Wants this office to listen to the employees. Wants to be updated more frequently and in more depth on Civil Service matters. Board asked Gary to comment. Asked Gary if there is anything the board can do to improve communication. One thought was to have a one on one meeting with Board Members individually every other month.
 - Herman Moulden - Herman believes that biggest problem is communication and asked for the board to listen to the audience.
 - Art Rowbotham - Evaluation should be about whether Gary is carrying out his responsibilities according to the statues. Exposure to the Civil Service side has been limited to hearings. Gary could not have done anything differently with those cases. Gary should look at the evaluation with an open mind and give the comments a fair hearing. All board members are volunteers and trying to work in good faith.
 - Mike Mohler spoke to the Board representing the Firefighters' Supplemental Pension Board as Chairman. Mike has dealt with Gary for 10 years. Pension matters have improved the organization of the Board. Gary has taken a big load off of the Board. Really no Civil Service matters. Finds Gary honorable and respectable.
 - Mike Smith spoke to the Board representing the Police Supplemental Pension Board as Chairman. With Gary's help the PORF has gotten through some rough areas due to legislative actions.
 - Gary Hamilton spoke to the Board representing the Employees' Association. Evaluation should stay with the Board. Spoke of problems in LE. Concern with the Board having bias opinion if the Board was given the information early.
 - Denny Phillips spoke to the Board representing the LPD Shop Union. Union is here due to pension issue. Police want a Drop plan with an Age/YOS option. A huge number of employees don't understand what is going on with our pension. PBA is interested in meeting with Gary to discuss pension matters. Gary responded by saying we just administer the plan. The plan is designed by the City and is willing to meet with LPD anytime for discussion.



Civil Service Board

Special Board Meeting Minutes

Wednesday, February 3, 2004

Chairperson Phil Allen
Vice-Chairperson Eugene Strickland

- John Thomason spoke to the Board representing the LPD EA. Employee review would be negative. Suggested Mr. Clark made bad investments. Blamed Mr. Clark for the changes made to the pension plan by the City. Employee Association should be included in the next evaluation and should be conducted more often.
- Chairperson Allen asked if the Board was willing to accept the evaluation. Board Member Moulden moved to accept the evaluation. Board Member Rowbotham seconded the motion. Motion passed unanimously.

❖ Compensation

- Board Member Moulden believes Gary has done a tremendous job with this department. Recommends the Board recommend to the City Commission that his pay be adjusted upwards. Board Member Hawley concurs with Board Member Moulden. Hawley stated Gary is wearing way more than two hats. Tough discussions are coming down the road. Conflict is a given for Gary's position with Department Heads given his role as an advocate for employees. Board should not be privy to all information prior to proceedings.
- Civil Service Director Gary Clark indicated to the Board this is the only Department Head under the pay grade schedule. Indicated Director should be removed from the Pay Grade/Step system as other Department Heads have been.
- All Department Heads receive a \$400 car allowance...Gary gets \$150. Currently the City is asking the Commission to raise City Attorney's salary. Should we be compared with other individuals in the city or compared to other cities? In 18 months Gary will reach age 60. What is the continuation planning for the department? Stephanie and Tracey are the highest paid in the department. Stephanie will be leaving within the next year. Tracey interviewed for a position this morning. Everything we do Tracey touches in one manner or another. Arguing for two other positions in the Department with City Management for upgrades.
- **Board Member Moulden made motion to recommend in person by the form of a letter to the City Commission that Gary's pay be adjusted upwards two pay grades retroactive to October 1, 2003 at the February 16 meeting. Board Member seconded the motion. Rowbotham amended motion to include matching \$400 per month car allowance to other department heads. Board Member Rowbotham seconded the motion. Ayes - Chairperson Phil Allen, Board Members Laura Hawley, Herman Moulden, Art Rowbotham and Ronald Tomlin. Nay - Eugene Strickland. Motion passed.**
- Larry Ross indicated the board had contacted him in August to start the process. Gary did not delay the process.
- Email Board Members of Commission meeting date.
- Chairperson Allen reminded all that Mr. Clark's health plan is no cost to the City.

❖ Miscellaneous

- Next regular meeting is scheduled for February 24, 2004 at 8:30 a.m.
- Board Member Moulden requested the annual evaluation process be on the next agenda.
- Issue of improved communication should be addressed at the next meeting.
- Gary distributed copies of the Civil Service Act and the actuarial review.
- Gene asked to hear Gary's thoughts about the pension problem being addressed by the City Manager.

❖ Adjournment - Upon motion meeting adjourned at 4:54 p.m.