

**CITY OF CARROLLTON
SPECIAL COUNCIL MEETING
CITY HALL**

**NOVEMBER 29, 2016
9:00 A.M.**

PRESENT

MAYOR: ROBB ADAMS

**COUNCIL: KEVIN CRAIG
MIKE GORDON
DWIGHT LOUDEN
HAYLEY FRANKLIN**

CITY CLERK-TREASURER: LEATHA GRIMES

POLICE CHIEF: MIKE WILLHOITE

**ABSENT: COUNCILMAN JEFF DICKOW
COUNCILMAN DOUG HILL**

CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT THE HOUR OF 9:04 A.M. BY MAYOR ADAMS. THE MAYOR DECIDED TO FOREGO THE PLEDGE OF ALLEGIANCE AND INVOCATION.

A CONFERENCE CALL WAS MADE TO ANDREA SHINDLEBOWER AT KENTUCKY LEAGUE OF CITIES. SHE HAD AGREED TO ANSWER ANY QUESTIONS FROM COUNCIL ABOUT THE PROPOSED NEW PERSONNEL POLICY.

COUNCILMAN LOUDEN ASKED A QUESTION ON PAGE 24, SECTION 8, IF EMPLOYEES IN THEIR INTRODUCTORY PERIOD OF EMPLOYMENT RECEIVE PERFORMANCE EVALUATIONS EVERY OTHER MONTH. THE MAYOR SAID THAT YES WE DO, SO THAT PART IS CORRECT.

ON PAGE 28, IN THE PORTION CONCERNING INTRUSION SOFTWARE, IT IS STATED THAT IT SHALL BE APPROVED BY THE COMMONWEALTH OFFICE OF TECHNOLOGY. COUNCILMAN LOUDEN ASKED IF THAT WAS THE CASE AND ALSO ASKED IF IT WAS TESTED PERIODICALLY. CITY CLERK-TREASURER, LEATHA GRIMES, RESPONDED THAT SHE DID NOT KNOW IF IT WAS ON THE LIST OF APPROVED SOFTWARE AND

ASSUMED THAT IT WAS UP TO THE IT PERSON THAT THE CITY CONTRACTS WITH TO TEST THE SOFTWARE. THE LIST OF APPROVED SOFTWARE CAN BE OBTAINED ONLINE. COUNCILMAN GORDON ASKED IF THE CITY'S POLICIES COULD EVER BE AUDITED FOR ACCURACY. MS. SHINDLEBOWER SAID YES IT COULD. SHE SAID IT WAS NOT LIKELY BUT IN CASE OF A BREACH IT COULD BE. SO IT WAS DECIDED TO ASK THE CITY'S CONTRACTOR IF THE SECURITY SOFTWARE MEETS THE REQUIREMENTS AND IF HE TESTS IT PERIODICALLY AND TO PROVIDE A DOCUMENT TO THAT EFFECT.

COUNCILMAN LOUDEN ASKED IF UNDER THE TERMINATION OF EMPLOYMENT ON PAGE 35 THE CITY WOULD BE COVERED FOR THEIR EXPENSES IF AN EMPLOYEE WAS TERMINATED. MS. SHINDLEBOWER SAID YES WITH THE CONTRACT IN PLACE THE CITY WOULD BE COVERED.

COUNCILMAN GORDON ASKED IF THE DISCIPLINARY PRACTICES LISTED WAS NEW. MS. SHINDLEBOWER SAID NO IT WAS FROM THE OLD POLICY BOOK. HE FELT THE WORD INCOMPETENCE MIGHT BE DIFFICULT TO PROVE. SHE SAID IN AN AT-WILL STATE IT WAS NOT NECESSARY TO LIST EVERY REASON FOR DISMISSAL. HOWEVER IT WAS DECIDED ON PAGE 31 TO REMOVE THE WORD INCOMPETENT.

COUNCILMAN LOUDEN SAID ON PAGE 43 UNDER RANDOM TESTING HE WAS CONFUSED BY SOME OF THE WORDING USED. MS. SHINDLEBOWER EXPLAINED THE DIFFERENT GROUPS TO BE TESTED, AND IT WAS POINTED OUT THAT THE CITY ALREADY FOLLOWS THIS POLICY AS STATED.

ON PAGE 54, COUNCILMAN LOUDEN SAID HE HAD A PROBLEM WITH THE SECTION ON DISTRACTED DRIVING. MS. SHINDLEBOWER SAID THE INSURANCE COMPANY WHICH IN THE CITY'S CASE IS KLC LIKES TO HAVE THAT IN THE POLICY. HOWEVER SHE SAID IT COULD BE TAILORED TO WHATEVER A CITY WANTED. THE MAYOR SUGGESTED TO PUT IN THIS SECTION THAT A CELL PHONE CAN ONLY BE USED FOR PHONE CALLS, NOT FOR TEXTING OR EMAILING.

ON PAGE 79 COUNCILMAN LOUDEN QUESTIONED SOME OF THE AREAS ON COMPENSATORY TIME. MS. SHINDLEBOWER REVIEWED IT AS IT IS WRITTEN AND IT WAS LEFT AS IS.

THERE WAS SOME DISCUSSION ON PAGE 80 ABOUT MINIMUM SALARY FOR AN EMPLOYEE WHO IS PROMOTED TO A HIGHER CLASSIFICATION. IT WAS DECIDED TO RE-WORD THIS SECTION SO THAT THE MAYOR HAS DISCRETION TO GRANT A RAISE IN THESE CASES.

COUNCILMAN GORDON ASKED ABOUT THE PORTION THAT MENTIONS COST OF LIVING RAISES AS IS BUDGETED. HE ASKED IF COUNCIL WAS REQUIRED TO GIVE A COST OF LIVING INCREASE, AND MS. SHINDLEBOWER SAID NO. THE MAYOR SAID THEY WILL BE HANDLED DIFFERENTLY THIS FISCAL YEAR ANYWAY WITH INCREASES BEING GIVEN AS PART COST OF LIVING AND PART MERIT RAISES.

ON PAGE 93 UNDER EDUCATION ASSISTANCE, COUNCILMAN LOUDEN ASKED IF THERE WAS ANYWHERE IN THE POLICY THAT STATES WHETHER AN EMPLOYEE HAS TO BE EMPLOYED FOR A CERTAIN AMOUNT OF TIME BEFORE REQUESTING EDUCATION ASSISTANCE. THERE WAS NOTHING WRITTEN SO IT WAS DECIDED TO PUT IN THE POLICY THAT NONE COULD BE REQUESTED UNTIL AFTER THE PROBATIONARY PERIOD OF SIX MONTHS IS MET.

THERE WAS DISCUSSION ABOUT WHETHER THE CITY SHOULD PAY THE SECOND AND THIRD TIME FOR EXAMS AND TRAINING OF EMPLOYEES WHEN THE FIRST TIME IS FAILED. IT WAS DECIDED TO SAY THAT AFTER THE SECOND TIME, THE THIRD TIME THE EMPLOYEE WOULD BE RESPONSIBLE FOR ALL FEES, TIME AND TRAVEL EXPENSE. THEY WOULD HAVE TO TAKE THEIR OWN TIME.

ON PAGE 97, IN THE AREA OF VACATION LEAVE, COUNCILMAN LOUDEN ASKED IF THERE SHOULD NOT BE THE CHANGE THAT THE MAYOR CAN APPROVE CARRYOVER OF VACATION TO THE 1ST QUARTER OF THE FOLLOWING YEAR WHEN THERE IS A HARDSHIP WITHIN A DEPARTMENT TAKING VACATION LEAVE.

ON PAGE 102 UNDER BEREAVEMENT LEAVE THE MAYOR SUGGESTED THAT IT BE INSERTED THAT IF AN EMPLOYEE IS ON VACATION AT THE TIME OF A DEATH IN THE FAMILY THAT TIME WOULD BE CREDITED BACK TO THEM.

THERE WAS SOME DISCUSSION ABOUT THE RETENTION OF EMAILS. MS. SHINDLEBOWER SAID THE STANDARD IS 90 DAYS HOWEVER SOME THINGS MUST BE KEPT PERMANENTLY.

COUNCILMAN GORDON ASKED ABOUT HR FORM 12, DRIVER'S LICENSE BACKGROUND CHECK RELEASE FORM. THERE IS A STATEMENT IN PARENTHESIS THAT SAYS ONLY GET THEM FROM KY DOT. POLICE CHIEF WILLHOITE SAID THE POLICE DEPARTMENT DOES THEIR OWN. IT WAS DECIDED TO REMOVE THAT LINE AS IT DOES NOT APPLY. ALSO CRIMINAL BACKGROUND CHECKS FOR ALL NEWLY HIRED EMPLOYEES WAS DISCUSSED. POLICE AND FIRE ALREADY DOES THIS FOR ALL WHO ARE OFFERED JOBS. IT WAS DECIDED TO INSERT THAT ALL PROSPECTIVE EMPLOYEES SHOULD HAVE CRIMINAL BACKGROUND CHECKS IN THE FUTURE.

COUNCILMAN GORDON ASKED IF THE SECTION ON THE CODE OF ETHICS COULD BE REMOVED AS THE COUNTY ADMINISTERS THIS. MS. SHINDLEBOWER SAID THAT IT COULD AND COULD JUST REFERENCE IT AND TAKE IT OUT OF THE POLICY BOOK.

POLICE CHIEF WILLHOITE SAID HE WANTED TO BRING UP A POINT CONCERNING THE SICK LEAVE ON PAGE 98. HE SAID HE SAW A PROBLEM WITH EMPLOYEES WHO ARE NOT MARRIED TO THEIR PARTNER AND CANNOT TAKE SICK LEAVE TO BE WITH THEM WHEN THEY ARE SICK BUT YET THEY COULD FOR AN UNCLE WHO LIVED IN THE HOUSE WITH THEM. COUNCIL AGREED AND WANTED TO CHANGE THE WORDING TO SAY: WHEN THEIR ABSENCE FROM WORK IS REQUIRED TO CARE FOR SOMEONE ELSE,

NOT LIMITED TO SPOUSE, PARENTS, CHILDREN OF ANY AGE AND GRANDCHILDREN AND AT THE MAYOR'S DISCRETION.

MAYOR ADAMS ASKED MS. SHINDLEBOWER WHAT THE TIMELINE IS FOR RETURNING THE UPDATED POLICY. SHE SAID SHE SHOULD BE ABLE TO HAVE IT DONE NEXT WEEK.

ADJOURNMENT

THE MOTION WAS MADE BY COUNCILMAN LOUDEN AND SECONDED BY COUNCILMAN GORDON AND DULY CARRIED TO STAND IN ADJOURNMENT AT THE HOUR OF 10:25 A.M. THERE WAS NO VOTE AS THERE WAS NO LONGER A QUORUM PRESENT AS COUNCILWOMAN FRANKLIN LEFT APPROXIMATELY 15 MINUTES PRIOR TO ADJOURNMENT.

ATTEST:

ROBB W. ADAMS, MAYOR

LEATHA S. GRIMES, CITY CLERK-TREASURER