



**AGENDA
CITY OF CREVE COEUR
PERSONNEL APPEALS BOARD
ONLINE MEETING
MAY 7, 2024
4:30 PM**

ZOOM MEETING

CALL TO ORDER

ROLL CALL

UNFINISHED BUSINESS

1. Approval of Personnel Appeals Board Meeting Minutes from May 10, 2023

NEW BUSINESS

2. Election of Chair and Vice-Chair for FY 25 (July 1, 2024-June 30, 2025)

BUSINESS FROM STAFF

3. FY24 Personnel Overview

NEXT MEETING DATE

**Proposed FY25 Meeting Date of May 6, 2025 @ 4:30 p.m.
Summary:**

ADJOURNMENT

Posted by: _____

Date/Time posted: _____

If you need special accommodations to attend a meeting, services may be arranged by contacting the Office of the City Administrator in advance.



**MINUTES
CITY OF CREVE COEUR
PERSONNEL APPEALS BOARD
ONLINE MEETING
MAY 10, 2023
4:00 PM**

ZOOM

The meeting was held online only via Zoom on Wednesday, May 10, 2023 at 4 p.m. for the annual Personnel Appeals Board Meeting as required by City Ordinance.

CALL TO ORDER

Chair Joyce Steiger called the meeting to order at 4:06 p.m.

ROLL CALL

Chair Joyce Steiger - present
Board Member Verona Bowers - present
Board Member Lisa Williams - present
Board Member Eric Sterman - absent
Board Member Kirk Williams - absent
Board Member Jack Groneck - absent
Alternate Board Member Walter Thomas Taylor -absent

A quorum was present.

Others present included: City Administrator Sharon Stott

UNFINISHED BUSINESS

1. Approval of June 30, 2022 Personnel Appeals Board Meeting Minutes.

Board Member Lisa Williams moved, seconded by Board Member Verona Bowers to approve the amended Personnel Appeals Board Meeting minutes from June 30, 2023.

Board Member Verona Bowers -aye
Board Member Lisa Williams -aye
Chair Joyce Steiger - aye

Motion passed unanimously.

NEW BUSINESS

2. Elections of Chair and Vice-Chair for FY 2024 (July 1, 2023-June 30, 2024).



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Board Member Lisa Williams motioned, seconded by Board Member Verona Bowers to nominate Joyce Steiger as Chair and Verona Bowers as Vice-Chair for FY 2024.

Board Member Verona Bowers, Aye
Board Member Lisa Williams, Aye
Chair Joyce Steiger, Aye

Motion passed unanimously.

BUSINESS FROM STAFF

**3. Biennial Elected & Appointed Official Ethics Training - Mon., Oct. 9, 2023
@ 6 PM**

Sharon Stott announced the Biennial Ethics Training for Elected and Appointed Officials will be October 9, 2023 at 6 pm. The training is required for all officials and staff and will take place at the Government Center in the MultiPurpose Room, food is generally provided, and the session will be recorded for those unable to attend in person with completion by October 31.

Board Member Verona Bowers asked if there was a preference to attending in person or watching the recording, to which Ms. Stott responded there is no preference, but attending in person gives board members an opportunity to meet other City board, committee and commission members.

4. FY 2023 Personnel Updates

Ms. Stott stated no appeals were filed in FY 2023.

Ms. Stott mentioned the new step plan which was implemented on July 1, 2022 for police officers and police sergeants has been well received. Ms. Stott stated one of the biggest ongoing challenges the City has faced - as is the case with most employers - is filling vacant positions primarily in the Police Department; however, the Police Department is doing a good job with recruitment and is making progress with only a few remaining positions left to fill.

Ms. Stott stated a comprehensive benefit survey was conducted in FY 2023 which had



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more than 150 questions and 22 cities participated. The survey supports one of the City's Strategic Plan goals and based on the results, the City is making some improvements to some employee benefits including: closing the Legacy Plan and enrolling active Legacy employees into LAGERS, upgrading all LAGERS plan to L-6, having LAGERS administer the old Legacy Plan. Ms. Stott added other benefit enhancements proposed for FY24 budget year include: additional paid leave (vacation, sick and personal days) and increasing tuition reimbursement.

Board Member Lisa Williams asked what the vacation schedule was for new hires and if the vacation is banked annually or accrued, to which Ms. Stott replied a total of 80 hours annually is awarded and it is accrued incrementally per pay period.

Ms. Stott stated the annual salary survey showed the City has lost some traction in recent years post COVID and a 7% average salary increase for staff, reclassifying some positions into new grades and market equity increases for a few employees.

5. Schedule Next Annual Meeting - Proposed Wed., May 8, 2024 @ 4 PM

No discussion took place.

ADJOURNMENT

Lisa Williams motioned, seconded by Verona Bowers to adjourn the meeting.

Chair Joyce Steiger - aye

Vice Chair Verona Bowers - aye

Board Member Lisa Williams - aye

Motion passed unanimously. Meeting ended at 4:38 p.m.