

**PERSONNEL COMMITTEE MEETING**  
**Wednesday, January 31, 2018**  
**Minutes**

Councilman Marty Bamonto called the meeting to order at 4:00 P.M.

In Attendance: Mayor Rosas, Councilman Bamonto, Councilman Williams, Councilman Civiletto, Councilman Heenan, Roger Heyden, Vicki Westling

Department Updates:

Ryan Hall reported on the activities of the Recreation Department:

- Activity Night- 40 participants for the first night. 4 more future nights planned out.
- Soccer Night- 38 participants for the first night. We plan on having 1 more soccer night. Future nights consist of dodgeball night.
- Movie Night- 15 participants for the first night. 4 more future nights planned out.
- Youth Basketball- 52 participants – this is a five (5) week program.

Future advertisement for movie night will include Access Channel 12, Nicole Gugino said she would see that it was in the "Community Notebook".

The Youth Basketball League change in participants is due to the requirement of keeping 80% of the participants as local, Dunkirk, residents.

Contacts are continued to be explored for a pond hockey tournament in Dunkirk for 2019.

Floor hockey started January 9<sup>th</sup> and will run through mid-March.

The men's basketball is in a holding pattern awaiting final approval from the Superintendent of the Dunkirk Schools. Councilman Bamonto suggested a letter be written from the entire Dunkirk City Council addressed to the School Board with the intent of clarifying and correcting some of the problems and delays. Mayor Rosas will reach out to the Superintendent first.

Roger Heyden reported that we currently have seven (7) seasonal employees in the recreation department, and one (1) in streets. Open positions include an Account Clerk in the Treasurer's office, but that will not be filled until the credit card situation is resolved and in place. The only other open position is that of HR Director; the Mayor is currently interviewing to fill that position.

A question was asked by Councilman Heenan regarding the length of time an employee remains on probation. Vicki Westling reported that the City is obligated to follow the Civil Service Guidelines which include all competitive and non-competitive positions which state a minimum of eight (8) weeks and as many as fifty-two (52) weeks. Councilman Heenan asked that future meetings include a report on how many employees are on probationary status.

Councilman Civiletto stated that he would like to see an IT person hired to protect the City's computer and electronic information processing systems.

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Mayor Rosas stated his understanding of the Councilman's concerns. However, this is something that needs to be discussed during the budgetary process. He also stated that our current system is handled by an individual with whom he has complete and full trust and confidence. He reminded the members present that the current service contract with DFT covers these critical and sensitive security issues.

Councilman Heenan asked if the City had considered going to summer hours by which employees could start work earlier and leave earlier. He stated that he has met with several employees and department heads who all felt it was a good idea. In the cases where customer service must remain 9-5, those employees could stagger their work time to accommodate those hours

Councilman Williams motioned to adjourn at 5:00, Councilman Heenan seconded.