

# City of Gainesville

*City Hall  
200 East University Avenue  
Gainesville, Florida 32601*



## Minutes

**Wednesday, January 13, 2016**

**5:30 PM**

**Robert Lisle Kline Conference Room #16**

## **Legislative and Organizational Policy Committee**

*Mayor Ed Braddy, Chair  
Commissioner Todd Chase, Member*

*Persons with disabilities who require assistance to participate in this meeting are requested to notify the Equal Opportunity Department at 334-5051 or call the TDD phone line at 334-2069 at least two business days in advance.*

## CALL TO ORDER

*Mayor Braddy called the Legislative and Organizational Policy Committee meeting to order at 5:34PM.*

## ROLL CALL

*Members: Mayor Braddy, Commissioner Chase  
Guests: Commissioner Goston, General Manager for Utilities Ed Bielarski  
Office of Equal Opportunity Director Torey Alston  
Affirmative Action Manager Gwendolyn Saffo*

## ADOPTION OF THE AGENDA

**Adopted**

## APPROVAL OF MINUTES

*The minutes are a summary of the meeting and are not verbatim discussion. A copy of the meeting recording will be provided upon request.*

### [150678.](#)

#### **Legislative and Organizational Policy Committee Meeting Minutes from November 4, 2015 (B)**

**Attachments:** [150678\\_Minutes 11-4-15 Meeting\\_201601013.pdf](#)

**RECOMMENDATION**

*The Legislative and Organizational Policy Committee approve the minutes from the November 4, 2015 meeting as submitted.*

**Approved as Recommended**

## DISCUSSION OF PENDING REFERRALS

### [140804.](#)

#### **Reemployment of Retirees (B)**

A discussion regarding rehiring retirees and the parameters in which City retirees may be rehired.

**Attachments:** [140804A\\_COG HR Practices Rehire Retirees\\_20160113.pdf](#)  
[140804B\\_Prival Letter Ruling on Re-employment\\_20160113.pdf](#)  
[140804C\\_Marchman letter to Jim Linn\\_20160113.pdf](#)  
[140804\\_Minutes from Jan 13 2016 Mtg re Reemployment of Retirees\\_20160](#)

*Administrative Services Director Becky Rountree introduced Cheryl McBride, Human Resources Director, and Risk Management Director Steve Varvel. To protect the qualified status of our retirement plans, Human Resources has a practice in place regarding the rehiring of previous employees. Risk Management, who has oversight*

*of the retirement plans, is notified whenever a previous employee or retiree has interest in being re-employed. Risk Management informs Human Resources whether the individual is eligible for rehire.*

*The IRS has established a safe harbour of age 62 or older for rehires. The City rehires a minimal number of retirees, who must go through the competitive hiring process. Charter officers previously discussed setting a timeline after retirement for rehiring individuals, but because there could be exigent circumstances, no timeline was set.*

*Committee members discussed concerns about whether hiring retirees prevents upward mobility. Members also discussed succession planning; identifying upcoming vacancies; and closing gaps. The City does not pre-select individuals for positions, however there should be individuals prepared to move up and compete for positions.*

**RECOMMENDATION**      *The Legislative and Organizational Policy Committee: 1) Discuss reemployment of retirees; 2) Take any action deemed appropriate; and 3) Remove the item from the referral list.*

**Commissioner Chase made a Motion to refer this item to the City Commission on consent to remove this item from the Legislative and Organizational Policy Committee referral list.**

### [150373.](#)

#### **Convert DROP Program to Florida Retirement Type System (B)**

**Attachments:**      [150373A\\_Florida Retirement System Pension Plan\\_20160113.pdf](#)  
[150373B\\_Florida Deferred Retirement Option Program\\_20160113.pdf](#)  
[150373C\\_DROP Participant Spreadsheet\\_20160113.pdf](#)  
[150373\\_Minutes from Jan 13 2016 Meeting re DROP Program\\_20160303.pdf](#)

*Administrative Services Director Becky Rountree introduced this agenda item. Risk Management Director Steve Varvel explained that the DROP program was created to provide upward mobility opportunities; an incentive to stay employed with the City longer; increase diversity; and identify vacancies within the next five years to plan for succession.*

*Steve Varvel indicated that there are currently 132 people (6% of our workforce) in the DROP program. 57 of the individuals in DROP (including supervisory positions) are employed at GRU, with 40 of those individuals scheduled to retire during 2016 and 2017. For every position that will be vacated, there should be 2-3 internal applicants prepared to move up and/or compete with outside applicants.*

*Committee members discussed that the DROP vacancies are predictable. Managers have a responsibility to groom staff to be in a position of success by the end of the 5-year DROP period; and a plan for recruiting should be in place with the Office of Equal Opportunity and HR.*

**RECOMMENDATION**      *Legislative and Organizational Policy Committee members: 1) Discuss the City's DROP Program and the FRS DROP Program; 2) Take any action deemed appropriate; and 3) Remove from the committee referral list.*

**Mayor Braddy made a Motion to refer this item to the City Commission on consent to remove this item from the Legislative and Organizational Policy Committee referral list.**

150104.**Review of Diversity Recruitment (B)****A review of diversity recruitment and placement of a Diversity Recruiter position under the Director of Equal Opportunity.**

**Attachments:**     [150104\\_Diversity Recruitment Ppt\\_20160113.pdf](#)

*Becky Rountree, Administrative Services Director, recommended that the committee members discuss item #150104 and #150574 simultaneously since they both involve Diversity Recruitment.*

*Human Resources Director Cheryl McBride explained the difference between HR/OD representatives and the Diversity Recruiter positions. The HR/OD representatives advertise positions, screen the applications and refer qualified applicants to the hiring managers. The HR/OD representatives also work with the hiring managers to determine the appropriate salary amount and extend a job offer to the candidate. The Diversity Recruiter develops a recruitment plan with hiring managers; goes to recruitment events and job fairs; networks and collaborates with other organizations; and brings interested candidates to the City.*

*Cheryl McBride introduced Paul Forte, Diversity Recruiter. Paul Forte explained that his goal is to keep diversity recruitment aligned with the City's Strategic Plan by increasing the number of qualified minority referrals in applicant pools. An Affirmative Action goal of 10% is a healthy goal. Paul works with both HR/OD representatives, as well as the Office of Equal Opportunity, to develop hiring and recruiting plans. He attends a variety of job fairs and events, works with experts, and collaborates with a variety of organizations to build a network, as well as recruit candidates.*

*Audrey Gainey, Talent Acquisition Manager, added that Paul Forte consistently measures the results of the applicant pools and makes recommendations for recruiting the challenging or hard-to-fill positions. Office of Equal Opportunity Director Torey Alston stated that there is no duplication of efforts, roles or responsibilities between the Office of Equal Opportunity and the Diversity Recruiter.*

*Commissioner Goston submitted that the Diversity Recruiter would be more effective if the position is part of the Office of Equal Opportunity with a budget for travel, marketing tools, and event/conference registration, instead of reporting to the City Manager.*

*Cheryl McBride explained that the Diversity Recruiter position is under both the City Manager and the General Manager of GRU. Audrey Gainey added that Human Resources and the Office of Equal Opportunity partner to create a recruitment strategy to meet the Affirmative Action goals and the partnership is working smoothly.*

*Committee members decided to leave the Diversity Recruiter position in Human Resources. The position must be well-funded and resources available since this position is critical to many other positions.*

**RECOMMENDATION**

*The Legislative and Organizational Policy Committee: 1) Hear a presentation on Diversity Recruitment; 2) Discuss the roles of Human Resources, the Office of Equal Opportunity and all City Departments related to Diversity Recruitment; 3) Take any action deemed appropriate; and 4) Remove the item from the Legislative and Organizational Policy Committee referral list.*

**Retained in Committee**[150064.](#)**Rules of the City Commission (B)**

**Attachments:** [150064 Rules 20150618.pdf](#)  
[150064 MOD Mayor's Letter 20150618.pdf](#)  
[150064 Resolution 150370 dated 10-15-15 20160113.pdf](#)  
[150064 Resolution 150370 dated 10-15-15 20160209.pdf](#)

**RECOMMENDATION**

*The Legislative and Organizational Policy Committee members discuss the Rules of the City Commission and 1) take any action deemed appropriate; and 2) remove from the committee's referral list.*

**Continued**[150374.](#)**Start City Commission Meetings in the Mornings (B)**

**Attachments:** [150374 Resolution 150370 dated 10-15-15 20160113.pdf](#)  
[150374 Resolution 150370 dated 10-15-15 20160209.pdf](#)

**RECOMMENDATION**

*Member of the Legislative and Organizational Policy Committee discuss Rule I of the Rules of the City Commission (Resolution 150370); 1) take any action deemed appropriate; and 2) remove from the committee's referral list.*

**Continued****NEXT MEETING DATE**

*February 9, 2016 at 5:00PM in the Roberta Lisle Kline Conference Room*

**ADJOURNMENT**

*Mayor Braddy adjourned the Legislative and Organizational Policy Committee meeting at 7:50PM*