

Compensation Committee Meeting Minutes March 26, 2026

Call to Order

The meeting of the Compensation Committee was called to order at 1:40 PM.

Attendance

Committee members present included Thatcher Kezer, Andrew Petty, and Aleesha Benjamin. Also present were Tom Howard, Human Resources Director, and Chief Dennis King for agenda presentations.

Public Health Nurse Job Description

The Committee reviewed an updated job description for the Public Health Nurse position in anticipation of the incumbent's retirement at the end of April. The revision incorporated updates from the prior description and benchmarking against comparable regional roles. No changes were made to the position's grade or compensation, which remains based on the FY26 pay structure. A motion was made and seconded to approve the updated job description as presented. The motion passed with a vote of 2-0, with Andrew Petty abstaining.

Senior Clerk – Police Department Job Description

Chief Dennis King presented an updated job description for the Senior Clerk position in the Police Department, prompted by an upcoming retirement effective May 10. The updated description more accurately reflects current duties and removes supervisory responsibilities that have not existed for over a decade. The position remains classified as Grade 4, with no requested change in grade or compensation. Discussion included clarification of job responsibilities and flexibility in data systems used. The Committee agreed to amend the description to include proficiency in Excel and other similar data systems. A motion was made and seconded to approve the job description as amended. The motion passed unanimously, 3-0.

Other Business

There was no additional business brought before the Committee.

Adjournment

A motion to adjourn was made and seconded. The meeting adjourned at 1:47 PM by unanimous vote.

Approved: April 30, 2026