

## **POSSIBLE MOTION**

**I MOVE TO** approve the recommendations of the Assembly Position Committee as outlined in the draft meeting minutes of July 15, 2019 and forward to the Municipal Administrator.

Informational – motions:

### **Assistant Landfill / Scrapyard Operator**

A motion was made by Nelson to recommend to the Assembly to proceed with filling the position of Assistant Landfill/Scrapyard Operator. The motion **PASSED** by the following vote:

**Yes:** 3 – Eisenbeisz, Nelson, and Wein

### **Accountant (temporary)**

A motion was made by Nelson to recommend to the Assembly to proceed with the new temporary accounting position not to extend beyond December 31, 2019. The motion **PASSED** by the following vote:

**Yes:** 3 – Eisenbeisz, Nelson, and Wein

### **Clerk / Case Manager (temporary)**

A motion was made by Nelson to recommend to the Assembly approve hiring a clerk/case manager position not to exceed 90 days for the Sitka Police Department. The motion **PASSED** by the following vote:

**Yes:** 3 – Eisenbeisz, Nelson, and Wein

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## Assembly Position Subcommittee Minutes

Monday, July 15, 2019 Noon  
3<sup>rd</sup> Floor Conference Room at City Hall

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**Subcommittee Members:** Steven Eisenbeisz, Valorie Nelson,  
and Dr. Richard Wein

**I. CALL TO ORDER**

Chair Eisenbeisz called the meeting to order at noon.

**II. ROLL CALL**

Subcommittee Members Present: Steven Eisenbeisz, Valorie Nelson, and Dr. Richard Wein  
Others in attendance: Interim Administrator Dave Miller, Police Chief Robert Baty, Public Works Director Michael Harmon, Maintenance and Operations Superintendent Harold Greene, Controller Melissa Haley, Deputy Clerk Melissa Henshaw

**III. CORRESPONDENCE/AGENDA CHANGES**

None.

**IV. PERSONS TO BE HEARD**

None.

**V. APPROVAL OF MINUTES**

**A. June 28, 2019**

**A motion was made by Wein to approve the minutes of June 28, 2019. The motion PASSED by the following vote:**

**Yes:** 3 – Eisenbeisz, Nelson, and Wein

**V. NEW BUSINESS**

**B. Review of Vacant Positions:**

**1. Assistant Landfill/Scrapyard**

Eisenbeisz confirmed that the previous employee had left the position. Maintenance and Operations Superintendent Harold Green confirmed that there was a resignation and the position needed to be filled. Wein received clarification that if this item passed this body, then the assembly, it would then go through the hiring process.

**A motion was made by Nelson to recommend to the Assembly to proceed with filling the position of Assistant Landfill/Scrapyard Operator. The motion PASSED by the following vote:**

**Yes:** 3 – Eisenbeisz, Nelson, and Wein

**C. Review of temporary positions:**

**1. Accountant**

Interim Administrator Dave Miller gave details highlighting that this was a post-merger hospital transition position that would be from August 1 to December 31 for Ida Eliason. Ms. Eliason requested to be a temporary employee rather than a contracted employee. Controller Melissa Haley told of the benefits of a temporary employee rather than a contracted employee stating that a temporary employee would have the employer take out federal withholdings rather than self-reporting. She confirmed that there would be

contributions to SBS but not PERS. She noted that contracts typically have provisions where as a temporary employee could be let go immediately. The Subcommittee asked that staff notify them if the specific individual did not work out. Wein noted this as a cost to the hospital closure.

**A motion was made by Nelson to recommend to the Assembly to proceed with the new temporary accounting position not to extend beyond December 31, 2019. The motion PASSED by the following vote:**

**Yes:** 3 – Eisenbeisz, Nelson, and Wein

## **2. Clerk**

Police Chief Robert Baty told of back log of cases that remained from the administrative leave of two employees. He stated there were 60 cases dating back to 2013 that felt needed resolution for victims and for justice. He relayed that staff was unable to attend to these cases and he felt uncomfortable with leaving them open. He stated he would like to hire a retired cop to look at the cases and do triage. He clarified that this was an estimated job that would not require over 90 days for a temporary employee which would be part-time of approximately 20 hours a week. Baty clarified for Eisenbeisz that the remaining staff was very busy as the Lieutenant was covering two positions, a sergeant was filling for patrol, and one was on extended family leave with the possibility of leaving the Sitka force for a job elsewhere. Baty expected to pay the temporary hire a range of \$20 to \$25 per hour, with no benefits and would most likely not require a supplemental appropriation due to the lack of expenditures since the police department was under staffed. Nelson had concerns with the longevity of a temporary employee and wondered if a contract would be better. Interim Administrator Dave Miller stated he would do what worked best for both parties.

**A motion was made by Nelson to recommend to the Assembly approve hiring a clerk/case manager position not to exceed 90 days for the Sitka Police Department. The motion PASSED by the following vote:**

**Yes:** 3 – Eisenbeisz, Nelson, and Wein

## **VI. ADJOURNMENT**

Eisenbeisz stated he would like a regular meeting schedule and proposed the Monday before the Assembly packet deadline. It was determined to have regular meetings on those dates with accommodations for those members travelling. The next meeting date would be August 5<sup>th</sup> at noon if there were items for the agenda. Meetings would be held at Harrigan Centennial Hall unless it is a heavy tourist/cruise ship day then it would be held in City Hall's conference room.

**Hearing no objections, the meeting ADJOURNED at 12:27 p.m.**

Attest: \_\_\_\_\_  
Melissa Henshaw, CMC  
Acting Municipal Clerk