

MEMBERS PRESENT: Pam Karpenko
Laurie Davis
Lisa Jundt, Clerk of Commission

OTHERS PRESENT: Brittany Rust, Stephan Podrygula

Presentation of the Proposed 2022 Annual Pay and Classification Plan for the City of Minot

Lisa Jundt called the meeting to order at 10:04 AM

The City's current base pay grades are competitive for 18% of the jobs surveyed, when compared at Entry. Percentage for: 2020 Survey was 41%. 2019 Survey was 23%. The City's current base pay grades are competitive for 26% of the jobs surveyed, when compared at Midpoint. Percentage for: 2020 Survey was 51%. 2019 Survey was 50%. The City's current base pay grades are competitive for 80% of the jobs surveyed, when compared at Top Out. Percentage for: 2020 Survey was 73%. 2019 Survey was 95%.

Employment Market disruption is still a problem midst Covid-19 recovery. There are significant survey data deficiencies questionable, including Comparators Completed Surveys and Aged Data in 2020. The actual unemployment rate is not accurate due to enhanced stimulus and unemployment benefits. The Human Resource Department is using a reserved approach to these deficiencies by negatively aging data by 3% to offset suspected inflation deficiencies however, still implementing job reclassifications with modified data.

There is a formal pay plan study budgeted in 2022 which will better determine data accuracy.

The proposed implementation of the plan indicates that the salaries of employees whose current positions fall below the prevailing rate will be reclassified to within 100%-105% of survey averages. Salaries of all employees with proposed grade changes, will be re-aligned to match their historical step achievement within the new pay grade. This will move employee salaries at the same pace as market-based pay grade adjustments.

Plan step progression for all employees will return to the original progression adopted January 1, 2001. This plan dictates that If an employee's step within the range is under midpoint (steps 1-8), the employee will move two steps (5%) on January 1, 2022 until the employee reaches midpoint of the range (step 9). Once an employee reaches midpoint and above (steps 9- 16), the employee will progress one step (2.5%) on January 1, 2022 until the employee reaches step 17. This plan does continue to allow employees at maximum step 17, to be given annual increase of 2% until their respective positions experiences a range reclassification.

In summary, the total cost of \$1,431,608.00 includes the cost of normal raises \$732,390.00 (2.84%) as well as the cost of the market adjustment in the amount of \$699,219.00 (2.72%). It is worth noting that \$810,289.00 of the total cost is earmarked for Public Safety Departments in which due to civil unrest, as well as parallel opportunities in the private sector have made recruitment and retention difficult, with my difficulty expected moving forward without these measures.

The year to date turnover rate is sitting at 4.48%, which is slightly higher than last year, when it was at 3.57%. If the current trend continues, the annual turnover rate would be approximately 9.77%.

Commissioner Pam Karpenko remarked that the City has a relatively low turnover rate, and extended kudos to HR Director Lisa Jundt for this. Lisa Jundt indicated that the turnover rate indicates the implemented pay plan and enhanced benefit provisions have been working.

Additional changed to the Administration of the Annual Plan include new career ladders for Level III Building Inspector for All Specialties, Senior Building II, Information Technology Technician II, Fire Marshal; as well as new job descriptions for Building Inspector III, Senior Building Inspector II, Information Technology Technician II, and Parts Clerk/Bus Driver.

The non-career employee designation will be eliminated. This will impact approximately 4 employees.

Commissioner Laurie Davis asked if there were more retirements or early retirements in 2020, to which Lisa Jundt responded that there are actually more retirements in 2021 than in 2020.

Meeting was adjourned at 10:21 AM.