

Jamie Ballinger Notes – HR Transition Team – September 2, 2020

On the call: V. Hatfield, D. Brace, C. Stickler, C. Weth, S. Guptail, M. Black, G. Shields, N. Bradshaw, S. King, B. Cunningham, Chief Sharp, P. Bradley, M. Parker, K. Faddis, Officer Malone, J. Ballinger.

- G. Shields- update on City COVID policies and likely Executive Order from the Mayor with all COVID policies under one roof, including all state, local, and federal guidance. Also, noted organizational tweaks that D. Brace expanded upon.
- D. Brace- example, 311 set up by Mayor Haslam still sits in the Mayor's office though it is in own decision, so most of what is being discussed is clean up. City Council approved HR Director position and hoping to get that position posted soon. The description will be sent to V. Hatfield and J. Ballinger. The HR office is open and needs to be staffed.
- C. Stickler- would like to work on position control and electronic forms. A meeting was held last week to work on electronic forms. Need to nail down better processes on some things and V. Hatfield has been great to work with and has helped with certification forms, among other issues. C. Stickler plans to meet with small group on a weekly basis to see what needs to be accomplished. N. Bradshaw would like the requisition list/form. Overall, the work is getting down but the process is not yet perfect.
- M. Parker notes progress on electronic forms.
- Officer Malone- notes things have been going well and that C. Stickler has been helpful. Twenty-six (26) Police Recruits and three (3) Cadets start 9/14.
- Chief Sharp- notes that recruiting class is a month and a half in and things are going well. Will have some promotions in the next months and will work with CS and HR.
- K. Faddis- inquired when HR director position will open up. D. Brace hopes that it will be posted by Friday, but could be next week.
- S. King- will be getting with C. Stickler on a few engineer positions that were changed by City Council. C. Stickler asked if info had been received from J. Branham. D. Brace notes would be helpful to sit down with V. Hatfield and S. King. C. Stickler notes already had one meeting and V. Hatfield was very helpful.
- V. Hatfield- notes not urgent to meet on pending vacancies with D. Brace. Notes that working with C. Stickler and things are progressing. Requisitions are increasing and that will give everyone a good chance to test out processes and smooth it out. Notes that D. Brace and other can discuss how they want to position to go out and notes that since it is not CS it can go out in a lot of ways. Notes that C. Weth helped L. Pardue get a bunch of filing done.
- J. Ballinger notes CSMB meeting next week via Zoom.