

VILLAGE OF FRIENDSHIP HEIGHTS

VILLAGE COUNCIL

MELANIE ROSE WHITE, *Mayor*

ROBERT PESTRONK, *Chairman*

DANIEL AHR, *Vice-Chairman*

MARTHA SOLT, *Secretary*

ROY SCHAEFFER, *Treasurer*

MICHAEL MEZEY

CHERYL TYLER

JULIAN P. MANSFIELD, *Village Manager*

4433 SOUTH PARK AVENUE
CHEVY CHASE, MARYLAND 20815

Phone: 301-656-2797

Fax: 301-907-3922

Email: info@friendshipheightsmd.gov

Website: www.friendshipheightsmd.gov



Approved Minutes Friendship Heights Village Council Personnel Committee Monday, January 6, 2025

Council Personnel Committee members present: Michael Mezey; Martha Solt; Melanie White.

Others present: Julian Mansfield; Jason Goldstein; Daniel Ahr; Roy Schaeffer; Al Muller; William Caine.

At 7 p.m., Melanie White called the meeting of the Council Personnel Committee to order. The meeting was conducted virtually via Zoom.

Personnel Update

Mr. Mansfield reported that Dale Conway, Assistant Program Director, will be moving out of the area in a few weeks. She will work remotely for several months while the Village seeks a new person to fill the position.

Approval of Minutes

Ms. White presented the minutes of the December 16 Personnel Committee meeting. Mr. Mezey moved, Ms. Solt seconded, to approve the December 16 Personnel Committee meeting minutes. The motion was approved unanimously.

Compensation Study

Ms. White referred to the recommendations included in the compensation study from Joshua Holt of PRM Consulting. The Committee considered each recommendation separately.

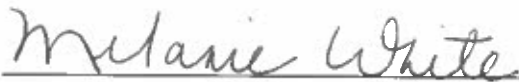
- 1) Adoption of a new salary structure and chart with six grades with staff positions allocated within the grades. The Committee agreed to adopt this framework and the allocation of the staff positions in each grade.
- 2) The compensation study identified one employee who is not at the entry point minimum level salary. The study recommended raising this employee's salary by \$700 to reach the minimum level. The Committee approved this recommendation.
- 3) The Committee agreed with the recommendation regarding the Fair Labor Standards Act in classifying employees as exempt or non-exempt.

- 4) The Committee discussed the recommendation to set current salaries for all staff at the 100% midpoint level. It was agreed the Committee would discuss this further in closed session since it pertains to specific staff members.
- 5) The Committee agreed with the study recommendation to include a 4% general salary increase as a placeholder in the proposed budget for FY 2026.
- 6) The Committee discussed the recommendations regarding employee benefits and agreed to discuss this matter further at a subsequent Committee meeting without making any recommendation at this point.

Motion to Enter Closed Session

Mr. Mezey moved, Ms. White seconded, to enter into closed session under General Provisions Art. § 3-305(b), "to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction." The motion was approved unanimously. The public session adjourned at 8:02 p.m.

Respectfully Submitted:



Melanie White, Personnel Committee Chair