



City of Gaithersburg

31 South Summit Avenue
Gaithersburg, Maryland 20877

DRAFT

Ad Hoc MCC Compensation Review Committee Meeting Minutes
City Hall Gallery
Wednesday, November 30, 2016, 5:30 PM

I. CALL TO ORDER

A Compensation Review Committee meeting was called to order at 5:30 p.m. Committee Members present: Epstein, Lynch, Simon and Snyder. Staff present: Human Resources Director Yocklin.

II. NEW BUSINESS

- A. Introductions
- B. Committee Member Roles
- C. Selection of Chairperson

Staff Liaison Yocklin noted that previous Compensation Committees had appointed a Chairperson; however this is not a requirement for Ad-Hoc Committees, so members elected not to appoint a Chairperson.

- D. Charge of the Committee

Periodic review of Mayor and City Council salaries and benefits and Planning Commission, Board of Appeals, and Historic District Commission stipends.

- E. Timeline

It was noted that per the charge, the Committee is to provide a recommendation for changes or adjustments to the compensation within one hundred twenty (120) days of the November appointment of the Committee.

- F. Homework

Committee Members were provided with information regarding compensation of area jurisdictions, as well as information from previous Compensation Committees to review as homework.

Committee Members requested that staff research and provide information regarding budgets and department sizes of other local jurisdictions that have Council-Manager forms of government, requirements of the positions, such as time commitments, any additional compensation such as paying for travel to events such as MML and any laws that may govern compensation.

III. ADJOURNMENT

There being no further business to come before this meeting of the Compensation Committee, the meeting was duly adjourned at approximately 6:50 p.m.

Respectfully submitted,

Kim Yocklin, Committee Liaison

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