



Agenda
Personnel & Administration Committee
Regular Meeting
St. Louis Board of Aldermen
Thursday, December 4, 2025 - 11:00 AM
Kennedy Room

President Megan Green, Chair
Shane Cohn, Vice Chair
Committee Members:
Alderman Shameem Clark-Hubbard
Alderman Rasheen Aldridge

Order of Business

I. Call to Order

II. Roll Call

III. Approval of Minutes

Minutes dated Thursday, November 20, 2025 committee meeting

IV. Board Bills for Review

None

V. Resolutions for Review

None

VI. Committee Discussions

The committee will discuss the following and no public comment will be taken

Discussion Item Number 1 (*to be discussed in open session*)

Grades/Classification System and Timeline for Civil Service/Compensation Study implementation.

The committee will discuss grade and classification system and the timeline for civil service compensation study and when it will be implemented.

Discussion Item Number 2 (*to be discussed in open session*)

Hiring & Budget

The committee will discuss the hiring of staff and budgetary items.

Discussion Item Number 3 (*to be discussed in closed session*)

Hiring 3rd Ward Legislative Assistant

The committee will discuss the hiring of the 3rd Ward Legislative Assistant.

Discussion Item Number 4 *(to be discussed in closed session)***Hiring 5th Ward Legislative Assistant**

The committee will discuss hiring of the 5th Ward Legislative Assistant.

Discussion Item Number 5 *(to be discussed in closed session)***BOA Policies**

The committee will discuss the Board of Aldermen policies.

Discussion Item Number 6 *(to be discussed in closed session)***Performance Reviews**

The committee will discuss employees' performance reviews.

VII. Acknowledgment of Any Written Testimony**VIII. Announcements****IX. Excused Members****X. Adjournment**



**Preliminary Minutes
Personnel and Administration Committee Meeting
St. Louis Board of Aldermen
Thursday, November 20, 2025 –11 a.m.
Kennedy Room**

President Megan Green, Chair
Alderman Shane Cohn, Vice Chair
Committee Members:
Alderwoman Shameem Clark-Hubbard
Alderman Rasheen Aldridge

Megan Green, President

Order of Business

I. Call to Order

The Chair called the meeting to order at 11:08 a.m.

II. Roll Call

The following members were present: Mr. Cohn, Mr. Aldridge and President Green. **3 members were present. A quorum was established.**

Ms. Clark Hubbard came after the meeting started. All 4 members were present.

III. Approval of Minutes

Minutes of the Thursday, November 6, 2025 committee meeting.

The Chair stated that she would entertain a motion to pass the minutes of the Thursday, November 6, 2025 committee meeting.

Mr. Cohn moved to adopt the minutes dated Thursday, November 6, 2025 committee meeting.

Seconded by Mr. Aldridge.

The Chair directed the Assistant Clerk to call the roll.

The Assistant Clerk called the roll and the following votes were recorded:

The following voted Aye:

Mr. Cohn, Mr. Aldridge and President Green. **3 Aye votes were cast.**

The following voted No:

None

The following voted Present:
None

The following Abstained:
None

The following recused themselves:
None

A total of 3 votes were cast. The motion carried.

IV. Board Bills for Review
None

V. Resolutions for Review
None

VI. Committee Discussions
(The committee will discuss the following. No public comment will be taken)

Discussion Item Number 1
Reposting the 9th Ward Legislative Assistant Position.

President Green discussed re-posting the Legislative Assistant for the 9th ward.

After no further discussion, President Green stated she would entertain a motion to re-post the Legislative Assistant for the 9th ward until December 1, 2025.

Mr. Cohn moved to post the Legislative Assistant for the 9th ward until December 1, 2025.

Seconded by Mr. Aldridge.

The following votes were recorded.

The following voted Aye:
Mr. Cohn, Mr. Aldridge, and President Green. **3 Aye votes were cast.**

The following voted No:
None

The following voted Present:
None

The following Abstained:
None

The following recused themselves:

None

A total of 3 votes were cast. The motion carried.

Discussion Item Number 2
Records Retention

Discussion item number 2 was discussed during closed session.

Discussion Item Number 3

BOA employee handbook, grade/class for employees and hiring at the Board of Aldermen.

President Green recognized Director Ingrassia.

Director Ingrassia passed out packets to the committee. Ms. Ingrassia discuss the updates to the handbook. She stated she is still working on updating the policies for accommodations for employees with disabilities, work from home policy, and pay increase policy.

Ms. Ingrassia advised the committee it may be necessary to send out the revised employee handbook due to changes.

President Green suggested outlining a policy for staff wanting to run for political office while working for the Board of Aldermen.

Director Ingrassia confirmed that developing this policy is currently on the future agenda.

Ms. Ingrassia also stated President Green has tasked her with taking a look at and comparing the staffs' positions and the compensation study to determine if individuals are below the pay study. She stated she hope to have it completed in the next few weeks.

After no further discussion regarding BOA handbook and grade/class for employees, President Green proceeded to discuss hiring at the Board of Aldermen.

President Green mentioned the Board is out of compliance with Muni code 3.06.300. She said the Board of Aldermen is suppose to have a legal contingency fund in the sum of \$25,000. There is currently no money in that account. She stated it was overlooked in the budget.

She asked permission from the committee to transfer \$25,000 into the legal contingency fund. The funds would be transferred from the unfulfilled Executive Secretary position.

Mr. Cohn moved to transfer \$25,000 from the unfulfilled Executive Secretary position to the legal contingency fund.

Seconded by Mr. Aldridge.

President Green directed the Assistant Clerk to call the roll.

The following votes were recorded.

The following voted Aye:
Mr. Cohn and President Green. **2 Aye votes were cast.**

The following voted No:
None

The following voted Present:
Mr. Aldridge. **1 voted present.**

The following Abstained:
None

The following recused themselves:
None

A total of 3 votes were cast. The motion carried.

President Green said she will not be asking for a vote but wanted to mention this to the committee, she reminded them one of her staff members are on maternity leave and she will be going on leave as well in May. She stated her staff is getting burnt out and working long hours. She would like to take the remaining money from the Executive Secretary position and hire a per performance employee in the President's Office to lighten the load.

The committee will revisit the conversation in two weeks.

After no further discussion, President Green stated she will entertain a motion to go into closed session.

Mr. Cohn moved to go into closed session.

Seconded by Mr. Aldridge.

President Green directed the Assistant Clerk to call the roll.

The following votes were recorded.

The following voted Aye:
Mr. Cohn, Mr. Aldridge, and President Green. **3 Aye votes were cast.**

The following voted No:
None

The following voted Present:
None

The following Abstained:
None

The following recused themselves:

None

A total of 3 votes were cast. The motion carried.

Discussion Item Number 4

Employees' Performance Review

The committee will discuss performance reviews.

Discussion item number 4 was discussed during closed session.

Discussion Item Number 5

Board of Aldermen Policies

The committee will discuss BOA policies.

Discussion item number 5 was discussed during closed session.

VII. Acknowledgement of Any Written Testimony

None

VIII. Announcements

None

IX. Excused Alderman

None

X. Adjournment

After no further business to discuss, the Chair stated she would entertain a motion to adjourn.

Mr. Cohn moved to adjourn.

Seconded by Ms. Clark Hubbard.

Motion carried by voice vote.

Meeting adjourned at 1:04 pm.