

MINUTES

REGULAR MEETING OF THE PERSONNEL COMMITTEE

Date: Monday, June 27, 2011 – 5:30 p.m., in the ~~Hall of Fame Room at City Hall~~ Fire Department Training Room. *(The meeting was moved to a larger room to accommodate the larger than anticipated turn out in attendance. Notice of the move to the new location was posted at the Hall of the Fame Room.)*

Personnel: Members Present: Greg Jenson, Larry Peterson, Paul Lawrence, Mayor Donna Olson, Sonny Swangstu. Members Excused:

Others Present: City Clerk Kelly Michaels, Kent Schroeder, Brad Schroeder, Carl Chenoweth, Ron Christianson, Karl Manthe, Greg Leck, Marty Lamers, Bob Kardasz, Cathy Rigdon, Roger Thorson, Rodney Scheel, Laurie Sullivan, Cindy McGlynn.

Call to Order: Chairperson Greg Jenson there was a quorum present and called the meeting to order at 5:55 pm.

Minutes of the Prior Meeting:

Motion by Peterson, second by Swangstu to approve the minutes of the 6/13/2011 meeting. Motion carried 4-0.

Presentation and Review of Health Insurance Benefits 2012 (Tricor):

Kent Schroeder of Tricor Insurance distributed materials (attached) which was part of a Powerpoint presentation to the review of Health Insurance Benefits. He noted the City of Stoughton has been self funded since the early 80's. Paul Lawrence entered the meeting.

Review Administrative Ass't Position Description:

Chief Greg Leck noted filling of the position was approved at the last meeting however the committee had asked that some minor changes to the job description be brought back for review. He noted that most of the changes reflect the current duties and include improvement or clarifications in the description. This item will be on the June 28th council meeting agenda as the filling of the position was approved last month's meeting and today is merely a review of those changes.

Motion by Lawrence, second by Swangstu to approve the description as presented. Motion carried 4-0.

Consider Parity as it relates to payment of WRS for Non-Represented Staff:

Finance Director Laurie Sullivan presented a chart showing the impact of the WRS payment along with a summary for non-represented employees in the Utilities. She noted this is not full parity, as the City would still need to pay FICA and Social Security so in order to remain budget neutral the payment would only be partial. Additionally, this proposal is only for 2011 as the majority of represented contracts are coming due the end of 2011. In 2012 the majority of represented employees and non-represented employees would be required to pay the WRS employee share of WRS contribution.

Motion by Lawrence, second by Peterson to approve the partial parity resolution for 2011. Motion carried 4-0.

Review of Work Rules and Union Contract:

Michaels noted the committee had previously directed her to provide them with copies of the rules and contracts to review. Today's meeting would be a time to come up with a plan.

Mayor Olson recommended forming sub committees to review the contracts with department heads and union members so we can work through each one making sure that something addressed in the contract is carried over to the Work Rules.

Peterson noted the Police contract is still negotiable so we don't need to do anything with them. Jenson noted the IBEW contract is not up for another year. Consensus of the committee was to work on the CERD and Dispatch contracts first. Members discussed the procedure to create a sub-committee and questioned whether it would be better to have a special meeting of the entire Personnel Committee. It was suggested that we could ask each group to come in and review areas not addressed in work rules.

Chief Leck reported that some communities are using transition teams to report back to their committee. He stated the council could pick who they want on the transition team. Jenson noted he would rather use the committee. Peterson questioned whether there was a contract that was more or less complicated. Jenson indicated not really but there are more employees in the CERD contract.

Members discussed setting a date for Thursday, July 21, 2011 at 6pm. Public Works Director, Karl Manthe and Utilities Director Bob Kardasz were invited to attend to assist in the review of the CERD contract. Kardasz indicated that since it hasn't been that long ago since the negotiations completed, he felt they were pretty much in order. He noted they weren't negotiating anything new, but memorializing some things into the work rules.

Clerk's note: Due to subsequent scheduling conflicts the meeting on July 21st, has been cancelled and this item will be placed on the agenda for the regularly scheduled meeting on Monday, July 25, 2011 at 5:15 pm.

Review advisory letter from Attorney Crone

Jenson noted that basically the letter was informational and he wanted to make sure everyone saw it and read it.

Mayor Olson noted that in speaking to Attorney Crone he advised when issues are going on it is important to treat employees the same. She indicated we need to be cautious going forward with the dissolution of contracts and so forth that we are doing that. The letter from Attorney Crone is a reminder to elected officials that in meeting with individual employees or groups of employees, it is important not to discuss specific work issues or conditions so as not to be viewed as bargaining or entering negotiations illegally. The proper procedure is to refer employees to their supervisor or the process outlined in work rules.

Council President Chenoweth stated he had asked for this matter to be placed on the Personnel agenda. He noted with the nature of this correspondence and issue that the avenue of information should have come through a committee and not direct by the labor attorney to the Council. He asked that this advisory be forwarded to the next council meeting and include a recommendation by committee.

Peterson noted that in reading the attorney's correspondence it seemed like good advice. It doesn't say employees can't talk to their Alderperson but anything that would be related to work rules or employment should be avoided. Swangstu exited the meeting.

Motion by Jenson, second by Peterson to resolute that the council follow the advice of the labor attorney as presented in his correspondence. Motion carried 4-0.

Communications / Future Agenda Items

Sullivan indicated it may be necessary to bring forth a resolution relating to the WRS payment to be taken pre-tax. She noted she would know more by the 21st and would keep the committee informed if needed.

The next regularly scheduled meeting will be July 25, 2011 at 5:30 pm.

Motion by Lawrence, second by Peterson to adjourn the meeting. Motion carried 3-0.
Meeting adjourned at 6:59 pm.

Respectfully submitted,

Kelly Michaels, CMC, WCMC
City Clerk/Personnel Director