

MINUTES

REGULAR MEETING OF THE PERSONNEL COMMITTEE

Date: Monday, August 22, 2011 @ 5:30 pm., in the Hall of Fame Room at City Hall.

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

Others Present: City Clerk Kelly Michaels, Greg Leck, Karl Manthe.

Call to Order: Chairperson Greg Jenson noted there was a quorum present and called the meeting to order at 5:35 pm.

Minutes of the Prior Meetings:

Motion by Jenson, second by Peterson to approve the minutes of the 7/25/2011 meeting.
Motion carried 4-0.

Request to fill Police Dispatcher Vacancies

Chief Greg Leck noted he had two vacancies in the Dispatch Center due to a resignation and promotion and is requesting the filling of both vacancies. Members reviewed the position description and Chief Leck indicated he had no changes.

Motion by Jenson, second by Lawrence to approve filling of the vacancies in Dispatch as requested. Motion carried 4-0. Alderperson Swangstu entered the meeting.

Review and possible revision to the Hiring Policies

Jenson noted he had received a request to review our hiring policies. The consensus of the committee was to postpone this review due to time constraints with the Work Rules. The matter will be placed on the next agenda.

Review of Work Rules:

Committee members reviewed the work rules in comparison with contract language using the Police and Dispatch agreements. Police Chief Leck assisted members with recommendations. Members asked that the working document be updated to reflect the changes discussed. The updated document will be placed on the next agenda for review.

CLOSED SESSION:

Motion by Peterson, second by Lawrence to enter into closed session pursuant to Section 19.85 (c)(f) of the Wisconsin Statutes for the purpose of considering an employee request for 90 day "Other" leave of absence and then reconvene back into open session for the purpose of taking action on the closed session item if warranted and/or continuing the agenda as posted. Motion carried 5-0 on a roll call vote.

Motion by Peterson, second by Jenson to reconvene into open session and grant the request for 90 day "Other" leave as requested. Motion carried 5-0.

Communications / Future Agenda Items / Next Scheduled Meeting:

Clerk Michaels was asked to bring back examples of Grievance Policies to the next meeting. The next regular meeting is scheduled for September 26, 2011 at 5:30 pm.

Motion by Swangstu, second by Jenson to adjourn the meeting. Motion carried 5-0. Meeting adjourned at 8:20 pm.

Respectfully submitted,
Kelly Michaels, CMC, WCMC
City Clerk/Personnel Director