

SPECIAL PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, September 6, 2011 @ 6:00 pm

Hall of Fame Room, City of Stoughton, WI

Members Present: Alderpersons Greg Jenson, Paul Lawrence, Sonny Swangstu, Mayor Donna Olson

Members Excused: Larry Peterson.

Others Present: Deputy Clerk Pili Hougan, Receptionists Debbie Blaney and Tamarah Bader-Fleres.

Call to Order: Chairperson Greg Jenson noted a quorum presented and called the meeting to order at 6:01 pm.

Communications:

Mayor Olson stated she went to Alderperson Larry Weiss's visitation.

Approval to fill the City Clerk/Personnel Director vacancy:

Our current City Clerk/Personnel Director has accepted a position in Brookfield as the City Clerk. She has submitted her resignation effective September 23, 2011.

Motion by Lawrence, second by Swangstu to recommend council approve the filling of the City Clerk/Personnel Director position. Motion carried unanimously.

Review and approval of the City Clerk/Personnel Director position description and posting:

Jenson stated several aldermen questioned the probationary period and criteria regarding probationary period updates. Jenson would like to see a position description for an HR Generalist brought back to the next meeting. With all the changes regarding Act 10 only and employee/employer laws and rights, this is a new world as it's being referred to and this puts an extra burden on the City Clerk's office over and above what they are currently handling. This doesn't include all the new election laws/changes and the State Voter Registration System requirements. There will be six elections next year.

Lawrence stated he had three problems/concerns with the possibility of adding an HR Generalist: 1) Right now we don't have any proof we need a new position-just opinions. It's hard to imagine adding another position. 2) Although he realizes things have changed, the City Clerk has been the Personnel Director since he has been on the council. 3) Where will we get the money to pay wages for a new staff member?

Alderperson Lawrence asked staff to bring back the City Clerk/Personnel position description and the HR Generalist position description, along with any other related information to the next Personnel committee meeting for review.

Request approval to obtain interim City Clerk/Personnel Director temporary services:

Motion by Lawrence, second by Swangstu to start the process to obtain temporary help/services in the City Clerk's office and to direct staff to bring back criteria and information to the next Personnel committee meeting. Motion carried unanimously.

Future agenda items:

- 1) Review HR Generalist position description and City Clerk/Personnel Director position description.
- 2) Interim-temporary City Clerk/Personnel Director information and criteria.

Adjournment:

Motion by Lawrence, second by Swangstu to adjourn the meeting. Motion carried unanimously.
Meeting adjourned at 6:30 pm.

Respectfully submitted,

Pili Hougan
Deputy Clerk