

PERSONNEL COMMITTEE MEETING MINUTES

Monday, August 7, 2023 @ 6:00 pm

Ed Malinowski Boardroom

Present: Lisa Reeves (Chair), Brett Schumacher (Vice-Chair), Tom Majewski, Jonathan Schroerlucke, Mayor Swadley (ex-officio member), Director Gillingham

Also attending: Director Ehlinger

1. **CALL TO ORDER:**

Chair Reeves called the meeting to order at 6:00 p.m.

8. **Discussion and possible action regarding clarification of request made by the committee during closed session at June 5, 2023 meeting**

There was some discussion regarding a policy that would be more explicit as to who could contact a City Attorney if an employee does not agree with or is upset about their compensation or any other issues. Majewski stated that there should be a stricter policy regarding the chain of action with HR and the Mayor being the first contact. He further stated that there should be a policy that should have some language on what should be done if an employee is not doing their job. Specifically, if a Director is not following through with an employee in their department who is disgruntled before the employee contacts a City Lawyer and files an ethics complaint costing the City excessive amounts of money. Majewski stated that the policy should include verbiage stating an employee cannot contact a City attorney without approval. Director Ehlinger stated that there is a policy on the COS website which was old.

HR was tasked with updating the “City of Stoughton City Attorney Contact Policy” and bringing it back to Personnel.

2. **Approval of the minutes from the Monday, June 5, 2023 Personnel Meeting minutes**

Motion to approve, Schumacher, Majewski second, Approved 4-0

3. **Communications/Updates**

Director Gillingham gave the Committee members updates on:

- HR is in the midst of completing the annual vehicle audit to ensure we have the proper insurance coverage.
- Paperless – IT Dept helping with set up of paperless orientation
- Contacted several vendors regarding SDS storage. Working with IT to come up with our own system. They are supposed to be sent to HR. At this time some are on the City employee shared drive some are stored as hard copies.
- Hiring: Mandy Kreinz who was hired as FT Dispatcher decided she could not work the required late-night hours and has terminated her employment. We were in the process of hiring Jon Griner as a part-time dispatcher and he had been hoping to get full-time so we offered it to him and he accepted.
- PFC will be conducting interviews for Firefighters.
- Brian Erickson the City's Wastewater System Supervisor retired. In interviewing several candidates, we found that Kevin Hudson was the best fit for the position. He has 10+ years with the Utilities Dept.

4. **Discussion and possible action regarding Facilities Maintenance Specialist position description**

Director Gillingham stated that the Facilities Maintenance Specialist had expressed the desire to retire in December but had not as yet submitted a resignation letter. She stated that it would be

wise to start recruiting for a replacement while he is still here so that the new employee could shadow for a couple of months. Director Gillingham stated there would need to be some discussion with the Library to define what the role of the Facilities Maintenance Specialist would be there as the Library custodian will be retiring soon as well. Director Gillingham stated that the main change to the position description was the addition of supervision over the full-time and part-time Custodians. There would be no increase to the wage. **There were a couple of changes requested by the Committee. Reeves asked that those be made and then bring the position description back for approval at the next meeting but that the position could be posted as soon as a resignation was attained.**

5. Discussion and possible action regarding Finance position description

Director Gillingham stated that the Finance Dept. needs further staffing, specifically someone to stand in for Director Ehlinger when he is gone and assist him when he is there. There was some discussion regarding the funding for the position. Director Ehlinger put forth a potential funding plan for the position which includes money from receivables, a reduction in audit fees, and a small percentage from several TIDs and the shared ride service. (See attached spreadsheet). Director Gillingham stated that the pressure on that department is heavy and she did not want to end up in another situation like when Friedl had left. Director Ehlinger stated that succession planning is also something to think about when deciding whether to approve the position. Schumacher asked if the position would relieve some of the workload from other members of the department as well as the Director. Ehlinger said it would and further stated that he would like to hire sometime this year. Director Gillingham stated that they would like to have approval from the Personnel Committee to keep moving forward on this. Reeves stated she agreed with moving forward knowing the needs of the department. Majewski stated that he wants to be sure that there is a sustainable revenue stream that will support the position. There was some discussion regarding the position description. **A few changes to the position description were requested. Reeves asked that those be made and then the position description be brought back for approval at the next meeting.**

6. Discussion and possible action Circulation Supervisor position to move temporarily from 30 hours to up to 40 hours for the remainder of 2023

Director Gillingham stated that there had been some discussion with Director Ramsey regarding moving the Circulation Supervisor's hours temporarily from 30 hours to up to 40 hours for the remainder of 2023. She further stated that via email the Circulation Supervisor had stated that she wasn't sure what the Library Director wanted her to work on with those extra hours (although she could work on a project) and that she thought it might be very stressful to then move to 40 hours a week and then back to 30 hours a week at the beginning of the year. Director Gillingham stated that she found that to be concerning. There was some discussion regarding what the duties of the position were. Majewski stated that he didn't think they should be giving more hours to an employee who has stated she doesn't know what she's going to do with them. Director Gillingham asked if she should still write a contract for the position to temporarily move to 40 hours for the rest of the year. Reeves stated that based on the information brought to the committee she would not approve. Majewski stated that there was no demonstrated need, even further, she doesn't even know what she would do with the extra time allotted. He stated he would not approve.

7. **Discussion and possible action regarding Emergency Services additional funding

Moved to closed at 7:05 pm Chair Reeves read the closed session statement:

** May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Moved to open session 7:20 pm

Director Gillingham was told to move forward with a position description.

Motion to approve moving forward, Majewski, Schumacher second, Approved 4-0

9. Clarification of Personnel Committee vs Ethics Board

Chair Reeves stated that she had requested this information and did receive some information via the Mayor who obtained it from Attorney Zach. She stated that her question is when does Personnel get involved if there is an ethics violation claim. Majewski stated that someone from the Personnel Committee should be on the Ethics Board. He further stated that he found it wrong for a claim to be over an employee's head for so long without a decision and wondered how the employee could even function in their role. Majewski asked what the qualifications were to be on the Ethics Board. The mayor stated that there were none. Majewski stated that we should add to the policy that Personnel committee members must be included in the Ethics Board. Schroerlucke stated that all steps should be documented in the policy. Majewski stated that if the Ethics Board says there's nothing there, what's to stop this employee from making more allegations? He also stated this could be considered could be seen as defamation or libel. He added that even if found innocent of those allegations – what about the impugning of someone's reputation? Schroerlucke stated that there was no arbitration used during this process which makes it very one-sided. Majewski stated that he wants to see this process pulled completely apart and put back together correctly. Schumacher agreed and stated if it is not corrected someone else will do it again in the future.

10. Future Agenda Items

Additions or changes to future agenda items written in red:

- Leadership Backup Plan
- Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
- Disciplinary Action & Compensation
- Uniforms
- Updates to Work Rules

11. Motion to adjourn, Schumacher, Schroerlucke second. All in Favor 4-0. Meeting adjourned 8:11 pm.

City of Stoughton
Assistant Finance Director potential funding sources
August 7, 2023

Description	Percent Allocation	Type
EMS receivables	15%	Fewer receivables written off due to age
Municipal court receivables	15%	Collection of past due receivables
Capital asset activity - general	10%	Reduction in audit fees - fixed asset register
Shared Ride Services	5%	State grant / supplemental shared revenue
TID #6 - capital asset activity	3%	Asset tracking and IRS arbitrage calculations
TID #7 - capital asset activity	3%	Asset tracking and IRS arbitrage calculations
TID #8 - capital asset activity	3%	Asset tracking and IRS arbitrage calculations
TID #9 - capital asset activity	3%	Asset tracking and IRS arbitrage calculations
TID #10 - capital asset activity	3%	Asset tracking and IRS arbitrage calculations
Subtotal	60%	
Tax levy	40%	
Grand total	100%	