

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, January 19, 2023 7:00pm

Ed Malinowski Boardroom

**Present:** Lisa Reeves (Chair), Brett Schumacher, Greg Jenson, Mayor Swadley (ex-officio member), Director Gillingham

**Citizen Present:** Regina Hirsch

### 1. **CALL TO ORDER:**

Chair Reeves called the meeting to order at 7:01 pm.

### 2. **Approval of the minutes from November 7th, 2022**

***Motion to approve Schumacher, Jenson second, Approved 4-0***

### 3. **Communications/Updates**

Director Gillingham stated that the Senior Center has an opening due to the resignation of Julia Hayde. Program and Volunteer Coordinator. The Recreation Assistant position has not been filled. The pay increase was approved to \$20.50 per hour, this along with set schedule will hopefully help fulfill the position with a quality candidate. PFC will meet next week to discuss hiring Trade positions are getting harder to fill. Requiring CDL is difficult to fill due to the new requirements. Our Machine Operators and Lineman and other positions at Utilities require the CDL.

### 4. **Presentation of Market Adjustment**

Director Gillingham presented that some of the Cities employees are being paid under market value. This adjustment would: increase employee morale, employee longevity and increase new employee interest. Director Gillingham and Director Ehlinger have worked to allocate funds throughout the city and move employees below market to market rate. The HR Department has reached out to other local communities to collect their 2022 salary amounts, job descriptions and compared them to jobs in Stoughton.

Director Ehlinger recapped on where the revenue was coming from. He was able to locate \$425,000 within general funds for these increases.

Director Gillingham spotlighted a few different positions and how the pay will increase and any changes to position. These increases will be done position to position.

### 5. **\*\*Discussion and possible action regarding the City of Stoughton Market Adjustments for 2023**

Directors Gillingham recapped that some positions are currently at or above market rate. These positions are there because of a few different things: employees were already at that pay, employee was going to leave and pay was increased, new employee was hired, position is competitive and needed to be at competitive income. There was some discussion on how this will help bring in quality employees, and keep ones that we have. Committee believes that not paying good people could mean: low morale, not great work environment and poor chemistry between coworkers.

**Motion to approve recommendation to Council by Committee Member Jensen, 2<sup>nd</sup> by Committee Member Hundt**

**6. Discussion and possible action regarding effective date of the Market Adjustments**

Director Gillingham stated she would like to back date the Market Adjustments back to 1/1/2023.

**Motion to approve recommendation to Council by Committee Member Jensen, 2<sup>nd</sup> by Committee Member Hundt**

**7. Future Agenda Items**

Mayor Swadley gave the committee an update on the status of the budget. He stated they (he & Director Gillingham) were meeting with Finance Director Ehlinger on Tuesday to go over what would likely be available for increases. Mayor Swadley stated that after the meeting they would be able to give Personnel an update if there is any funding for additional positions. At this time, they were confident that there was no extra funding. If something changed, we would use the November Personnel meeting to hear from the Directors that requested additional personnel. There was some discussion regarding the pay for Council members. Some of the Personnel Committee members stated they were not in agreement with raises in Council member pay and hope that it will be taken off the table.

**8. Future Agenda Item**

Director Gillingham stated there are no additions to future agenda items at this time.

- Leadership Backup Plan
- Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
- Disciplinary Action & Compensation
- PD Restructure and CSO PD

**9. *Motion to adjourn Committee Member Jensen, second Committee Member Schumacher, Approved 5-0. Meeting adjourned 8:22 pm***

*Respectfully submitted 01/24/2023 by HR Administrative Assistant A. Updike*