

## **PERSONNEL COMMITTEE MEETING MINUTES**

**Wednesday, May 3, 2023 @ 5:30 pm**

**Ed Malinowski Boardroom**

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

**Missing Unexcused:** Jonathan Schroerlucke

**Also attending:** Tyler Denig

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

Chair Reeves called the meeting to order at 5:37 pm.

### **2. Election of Chair – Director Gillingham to ask for nominations**

Director Gillingham called for nominations for Chair. Majewski nominated Reeves. Director Gillingham asked for other nominations three times. Reeves accepted. Motion to approve Majewski, second Schumacher, Approved 3-0

### **3. Election of Vice-Chair – Newly elected Chair to ask for nominations**

Chair Reeves called for nominations for Vice-Chair. Majewski nominated Schumacher. Chair Reeves asked for other nominations three times. Schumacher accepted. Motion to approve Majewski, second Reeves, Approved 3-0

### **4. Discussion regarding future meetings regarding day and time**

There was some discussion. The decision was made to stay with the first Monday of each month but return to 6 pm for the start time.

### **5. Approval of the minutes from the Monday, March 6, 2023 Personnel Meeting minutes**

***Motion to approve, Schumacher, Reeves second, Approved 3-0***

### **6. Communications/Updates**

Director Gillingham gave the Committee members updates on:

- Open Records requests
- WC (Workman's Comp) Report) was completed by Generalist Skarda and they had uploaded to the CVMIC website.
- Interviews – PFC interviews conducted and certified three candidates. Offers made to two candidates, both accepted other offers. Third candidate notified us of that they accepted another position. Director Gillingham stated she is trying to come up with a better way to streamline the process of hiring Police Officers as the process takes too long and we will continue to lose viable candidates.
- Generalist Skarda is working on new ads and advertising for the Fire Dept. to help with recruitment.
- EMS is doing a great job with recruitment.
- Hired Laura Trotter as the new Volunteer/Program Coordinator for the Senior Center. She will be an excellent fit with her skill set.
- Hiring for Senior Center Administrative Assistant. We are working on the position description.
- Hiring Machine Operator. Interviews completed. Finalists participating in skills assessment next week.
- Interviews for the Utilities Asset & Facilities Coordinator all day on 5/4/23.

**7. Discussion and possible action regarding Covid sick time coverage removal**

Director Gillingham stated that since Dane County was ending its COVID policy on May 11<sup>th</sup>, the City's COVID Policy should as well. She thanked them for supporting the employees in this way through the COVID pandemic.

***Motion to end the City's COVID Policy Schumacher, Majewski second. Approved 3-0***

**8. Discussion and possible action regarding sick/vacation with leave of absence**

Discussion regarding the current policy and what other organizations are doing in regards to exhausting time off banks prior to time off without pay.

***Motion to move forward with the change to leave of absence policy to be reviewed by Personnel once written, Majewski, Schumacher second. Approved 3-0***

**9. Discussion and possible action regarding July Personnel meeting**

Director Gillingham stated that the July meeting would fall on the 3<sup>rd</sup>, a day when many employees would likely be off and alders out of town, etc. and she suggested that the meeting be rescheduled to the next week. After some discussion, it was decided that the 17<sup>th</sup> of July would work.

**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 (added)
- Updates to Work Rules (added)

**11. *Motion to adjourn, Schumacher, second Majewski, Approved 3-0. Meeting adjourned 6:35 pm.***