

PERSONNEL COMMITTEE MEETING MINUTES

Monday, February 27, 2023 @ 7 pm

Ed Malinowski Boardroom

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

Via Zoom: Fred Hundt (Vice Chair)

Also attending: Chief Jenks

1. CALL TO ORDER:

Chair Reeves called the meeting to order at 7 pm.

2. Approval of the minutes from Monday, December 5, 2022

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

3. Communications/Updates

Director Gillingham stated that the Police Department Office Manager had given his resignation. She stated that the position description had not changed much and she would like to post the position as soon as possible. She stated there was no need to bring it to Finance or Council as there were no real changes other than wordsmithing and no financial implications. The committee okayed moving forward with posting the position with the wordsmithing changes.

4. **Discussion and possible action regarding Police Department Restructure

Director Gillingham asked Police Chief Jenks to give an overview of the Police Department restructure. Chief Jenks stated that the restructure would make the department more efficient, have better flow, and have more supervision both in the office and in the field. He stated the restructure included adding another Lieutenant so the department would have two. One would work the day shift and one later in the day, however, they would be more versatile because they would each know the other's job. He stated that at this time he had sometimes had sergeants completing lieutenants' tasks and lieutenants completing sergeants' tasks. With the restructure each lieutenant would be assigned personnel to supervise and assign tasks to, which would make the department much more efficient. Chief Jenks then stated the restructure also included a Detective Sergeant. He stated that at this time there is no leader within the sergeants and no one to designate duties and tasks. He further stated that if there were a ranking Sergeant efficiency and workflow would be much better. Mayor Swadley stated that the force had gone through a lot of changes in the last year and asked Chief Jenks to speak to them about those changes and how they affected the department. Jenks stated that there had been an increase in departures and retirements which had completely changed the department. There is now a new Chief, a new lieutenant, and five officers who have been all been with the department less than one year. He stated that at this time the Sergeants are so bogged down with paperwork. He stated that he would rather they be on the scene coaching the officers and he felt these changes would help in addressing that issue. In discussing the Civilian Service Employee position Chair Reeves stated that this position is more about the role as opposed to the person. Director Gillingham stated that they had removed more of the duties from the CSE to the Office Manager and changed the title to Civilian Service Officer (not sworn). Chief Jenks stated that Brooke had left all of the information

regarding planning events and her contacts for the new person in that role should they need them to coordinate events for the Police Dept. Chief Jenks stated that he had reached out to someone he thought might be a good fit for the position and said it was likely that person will apply.

Chair Reeves stated that the restructure seemed like a good opportunity for more training for new officers, better protection for the citizens, and decreased liability for the City. Chief Jenks agreed and stated that with a supervisor in the field who can advise, investigations will be more efficient. Plus, there will be more room for mobility within the organization. Chief Jenks went through how the restructure would be paid for in 2023. He stated that they would save \$16,106.05 in overtime. He stated that at the high end, it would cost an extra \$3557.20 for the second LT and \$6132.46 for the Detective SGT. \$16,106.05-\$9689.66 would leave \$6416.39 remaining. Worst case scenario it would be a wash. Director Gillingham stated that these positions would all be filled internally. She further stated that this restructure needed to happen.

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

5. Discussion and possible action regarding second Lieutenant position and position description

Chair Reeves stated that she had reviewed the position descriptions and approved of them as is. She asked if anyone had questions or concerns to address regarding the position descriptions. There were none.

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

6. Discussion and possible action regarding Detective Sergeant position and position description

Motion to approve, Jenson, Hundt second. Approved 4-0

7. Future Agenda Items

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

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

8. Motion to adjourn, Schumacher, second Jenson, Approved 4-0. Meeting adjourned 7:45 pm.