

## **PERSONNEL COMMITTEE MEETING MINUTES**

**Monday, June 5, 2023 @ 6:00 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 (excused himself when the meeting went into a closed session.)

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

Chair Reeves called the meeting to order at 6:01 pm.

### **2. Approval of the minutes from the Wednesday, May 3, 2023 Personnel Meeting minutes**

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

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

Director Gillingham gave the Committee members updates on:

- Hiring Tim Reel to replace Grady as Utilities Asset & Facilities Supervisor.
- Police Officer PFC Interviews tomorrow.
- CSO John Basco hired and additional CSO's to be hired and share hours.
- New Parks Machine Operator Tye Michiels hired.
- Laura Trotter hired as Senior Center Program & Volunteer Coordinator.
- Marcia Standard was hired as Administrative Assistant.
- Hired two Media Techs – Max and Stephen.
- Dispatcher Tracie Bauer gave notice, will be recruiting for another Dispatcher.
- Kristin Ott retired.
- 19 new Recreation employees onboarded. 10 new and 9 returning.
- Tobie hired as Softball Supervisor.
- Brian Erickson retiring July 28<sup>th</sup>. Recruiting for position replacement.
- Martin Briggs retiring December 31<sup>st</sup>.
- Public Employee Appreciation Day HR coordinated – Mayor made rounds to all departments with cookies.
- K9 comp adjusted for PJ Johnson.

**Moved to closed at 6:13 pm for personnel update regarding a personnel issue.**

**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.

**Director Gillingham was tasked by Majewski with obtaining/writing a procedure for when a Director is not following through/the Director is not doing their job.**

**Moved to open session 6:45 pm**

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

### **4. Discussion and possible action regarding drug screens for new employees**

It was decided to move this to the next Personnel meeting.

### **5. Discussion and possible action regarding Library Children's Services Assistant Position Description**

Discussion regarding the position description.

***Motion to send to Council for approval, Majewski, Schumacher second. Approved 3-0***

**6. Discussion and possible action regarding Dispatcher Position Description**

Director Gillingham stated there was a small amount of wordsmithing done to the information HR was given for the position description.

***Motion to approve, Majewski, Schumacher second. Approved 3-0***

**7. 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 :

**Some discussion regarding uniforms. Majewski tasked Director Gillingham with getting a draft ready to present at the next Personnel Meeting.**

- Updates to Work Rules

**8. *Motion to adjourn, Majewski, Schumacher second. All in Favor 3-0. Meeting adjourned 6:55 pm.***