OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of:	PERSONNEL COMMITTEE
Location:	Mayor's Office 381 E. Main St., Stoughton, WI
Date /Time:	December 3, 2014 5:30pm
Members:	Tricia Suess (Chair), Paul Lawrence (Vice-chair), Eric Hohol, Sid Boersma and Mayor Donna Olson (ex-officio member)

AGENDA

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1. Call to Order
2. Approval of Personnel Committee Minutes of November 3, 2014
3. Communications:
    a. Update on Goals and Objectives
    b. Compensation Study Update
    c. Deputy Clerk Update
    d. Police Lt. Position Update
    e. Police Officer Position Update
    f. Fire Chief Update
    g. EAP Program
    h. 2015 Renewal update
        i. Medical
        ii. Health Fair
        iii. Submit to Finance for approval
    i. Stoughton Docs request will be submitted to Finance (explanation)
4. Discussion and action regarding Stoughton Utilities Proposed Updated Position Description for the Utilities Operations Superintendent submitted by Utilities Director Robert Kardasz

5. Stoughton Utilities Proposed Updated Position Description for the Utilities Wastewater System Supervisor submitted by Utilities Director Robert Kardasz

6. Discussion and Action regarding Fire Chief Job Description. Approved and recommended by PFC.

7. Discussion and Action regarding hiring policies
    a. Department Heads
    b. Non-department heads
    c. Lmtd. Part-time and seasonal employees

8. Discussion and Action Regarding FMLA policy and Non-FMLA policy

9. Future Agenda Items-identify

10. Adjournment

IF YOU ARE DISABLED AND IN NEED OF ASSISTANCE TO ATTEND THIS MEETING, PLEASE CALL 873-6677 PRIOR TO THIS MEETING.
ATTN COMMITTEE MEMBERS: THREE (2) MEMBERS NEEDED FOR A QUORUM. The committee may only conduct business when a quorum is present. If you are unable to attend the meeting, please notify City Hall by calling (608)873-6677 or via email ajgillingham@ci.stoughton.wi.us

By: Personnel Committee Chair Tricia Suess, Mayor Donna Olson

PERSONNEL COMMITTEE MEETING MINUTES
Monday, November 3, 2014 @ 4:30 p.m.
Mayor's Office

Present: Alders Tricia Suess, Paul Lawrence, Sid Boersma, Eric Hohol (arrived at 5:00) and Mayor Donna Olson (ex-officio)

Absent & Excused:

Others in attendance: Amy Jo Gillingham, HR/Risk Management Director; Greg Leck, Police Chief

CALL TO ORDER
Suess called the meeting to order at 4:30 p.m.

Discussion and action regarding Parity and Fair Compensation Letter submitted by Kelly Janda: Director Gillingham presented the number of Eligible Employees that have elected the City of Stoughton medical and dental benefits. Director Gillingham shared other surrounding municipalities that offer incentives for not electing benefits, also she provided those that do not offer incentives for not electing benefits. Motion by Lawrence, second by Hohol to deny changes and oppose offering incentives for not electing benefits. Motion carried unanimously. (5-0)

Discussion and action regarding start date for new Police Officer: Discussion and action to complete the hiring process for new police officers. Motion carried unanimously. (4-0)

Discussion and action regarding retirement of officers: Discussion regarding retirement of officer on 11/14/2014. Motion by Boersma, second by Lawrence to approve hiring a police officer to fill the vacancy due to the retirement of an Officer. All in favor. Motion carried unanimously. (4-0)

Discussion and action regarding Lieutenant Compensation: Director Gillingham presented information for Lieutenant Compensation. Lawrence motion, second by Boersma to approve. Motion carried unanimously. (5-0)

Communications:

Human Resources/Risk Management Department:

Goals & Objectives: Director Gillingham reviewed and discussed the Goals and Objectives for the Human Resources Department. Director Gillingham updated the Committee on the status of all short and long term goals.

Compensation Study Update: Director Gillingham is awaiting an update from Springsted with regards to the timeline for project completion and next steps.
EMS Position Update: EMS Assistant Position has been filled by Jim Baldauf. Baldauf was hired on September 22, 2014.
Police Lt. Position Update: Chief Leck will be scheduling interviews for the 6 internal applicants.
Police Officer Position: Assessment Center on 11/4/2014.
Volunteer Firefighter Positions: Three new volunteer firefighters have joined the Fire Department.
2015 Renewal Update: Anytime Fitness Contract and Dental Benefits for 2015 have been approved.

Discussion and Action regarding hiring policies:

Motion by Suess, second by Boersma to table. Motion carried unanimously. (5-0)

Minutes of September 15, 2014: Motion by Lawrence, second by Boersma to approve the minutes of September 15, 2014. Motion carried unanimously. (5-0)

Future agenda items:

1. Minutes published to website

ADJOURNMENT

Motion to adjourn by Lawrence, second by Boersma at 5:45pm. Motion carried unanimously. (5-0)

Respectfully submitted,
Amy Jo Gillingham, Director of Human Resources & Risk Management