PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, November 8, 2023 @ 6:00 pm
Ed Malinowski Boardroom

Present: Lisa Reeves (Chair), Brett Schumacher (Vice-Chair), Jonathan Schroerlucke, Mayor Swadley (ex-officio member), Director Gillingham
Absent & Excused: Tom Majewski
Also attending: Director Hebert, Chief Ripp, Director Schimelpfenig, Alder Caravello

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 6:01 p.m.

2. **Approval of the minutes from the Monday, August 7, 2023 Personnel Meeting minutes**
   Postponed until the next meeting.

3. **Communications/Updates**
   Director Gillingham gave the Committee members updates on:
   - Hiring update:
     a) Two Fire/AEMT's have been selected out of the four interviewed. We have not moved forward yet.
     b) Assistant Finance Director interviews scheduled for interviews next week.
     c) Police Officer interviews with PFC next week.
     d) Circulation Supervisor changed to full-time for the rest of 2023.
     e) The following positions posted at this time: Senior Center Case Manager, Admin Assistant for Clerk/City Front Desk, PT Custodian, Long Term Parks Maintenance Seasonal
     f) Deputy Clerk interviews will be scheduled for next week or the week after.
   - Admin Assistant Amanda Updike will enter 2024 increases on Thursday. Generalist Skarda and Director Gillingham will verify.
   - Sexual harassment charge.
   - City Employee education for the Near site Clinic to be scheduled.

4. **Discussion and possible action regarding Parks & Recreation Department Structure**
   Everyone was given a copy of the proposed structure as well as the proposed position description. Director Hebert spoke regarding the structure of the Parks & Recreation Department. He stated that moving the Recreation Department under the umbrella of the Public Works Department would make it easier for the departments to work together. Director Gillingham stated that Rec Supervisor Tony King had come to her and stated that he thought it was important for him to work more closely with the Parks Maintenance Supervisor, Mark Edwards. Director Hebert and Director Gillingham both stated that this was discussed with Edwards and that he had given them some great feedback. Director Gillingham stated they had discussed the structure and thought the best idea was to not fill the Parks & Recreation Director position but to have the position title changed to Parks Superintendent and have the position report to Director Hebert. The Superintendent would plan, develop, direct, and evaluate the comprehensive parks and open space plan as well as recreation programs and services for the Community. The position would also assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for the development and implementation of new program areas and park facilities. We would then hire a Recreation Supervisor to assist with coordination and

administration of recreation programming and perform a variety of administrative tasks in the operation and organization of recreation activities. There was some discussion about who the Youth Center Manager would report to. Hebert stated that the new structure would create so many efficiencies for both departments, particularly if they are combined and in one space. Caravello suggested an edit to the wording which will be made before being taken to Council. There was some discussion regarding the proposed structure. Reeves and Schumacher agreed the structure looked good. Schumacher said he would like to see both committees stay in place. Majewski stated that there should be some changes made to the requirements.

Motion to approve the new Parks & Recreation Structure Schroerlucke, Schumacher second. Approved 4-0

5. **Further Discussion and possible action regarding Parks & Recreation Director position description**

   Discussion recorded above with item 4.

   Motion to approve the Recreation Superintendent position description with the noted edits, Schroerlucke, Schumacher second. Approved 4-0

6. **Discussion and possible action regarding AEMT/Firefighter position description**

   Mayor Swadley stated that they had been in discussions with Chief Ripp and Director Schimelpfenig regarding the position description. The candidates need to have advanced certifications. Director Gillingham stated that the position would be very desirable as it is full-time, Monday through Friday with set hours. Ripp stated that there would only be two people hired for the position, the rest of the staff would remain volunteer only. Director Gillingham stated this would give both departments far better coverage during the day when it is difficult to get volunteers. She also stated that the Directors of each department would be more available in house as they wouldn't need to go out on calls as often. These positions create a good work-life balance.

   Motion to approve position description, Majewski, Schroerlucke second. Approved 4-0

7. **Future Agenda Items**

   Additions or changes to future agenda items written in red:

   - City Attorney Contact Policy
   - Drug/Alcohol Policy Update – Post-accident/incident
   - Drug screens for new employees
   - Leadership Backup Plan Outline
   - Accrued Sick Leave for Retiring Employees – Sworn Police and City Staff
   - Disciplinary Action & Compensation
   - Uniforms Policy
   - Updates to Work Rules

8. ***Motion to adjourn, Schroerlucke, Majewski second. All in Favor 4-0.***

   Meeting adjourned 7:45 pm.

Respectfully submitted 11/28/2023 by HR Generalist Skarda