PERSONNEL COMMITTEE MEETING MINUTES
Monday, September 13, 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 Ramsey, Director Ehlinger

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 6:03 p.m.

2. **Approval of the minutes from the Monday, August 7, 2023 Personnel Meeting minutes**
   Motion to approve, Schumacher, Schroerlucke second, Approved 3-0

7. **Discussion and possible action regarding Finance Assistant Director position description**
   Director Ehlinger spoke regarding the request and the duties for the position. Director Gillingham stated that even though his department is spread very thin, while the Clerk was out Director Ehlinger had graciously taken over some of her duties. She further stated that the plan is to have Director Ehlinger train on the Clerk's duties should the need arise again that she was out, he would have that training. Director Ehlinger stated he would like to post for the position this year. Chair Reeves stated that since it has to go to Finance and then Council it would depend on the timing whether it could be posted in 2023.
   Motion to approve the position description and move forward with bringing the item to Finance and then Council Schroerlucke, Schumacher second. Approved 3-0

3. **Communications/Updates**
   Director Gillingham gave the Committee members updates on:
   - Hearing screens and the Flu Clinic are all scheduled for this fall
   - Generalist Skarda and Director Gillingham attended the Job Fair at the bowling alley along with Derek Westby from IT/Media, which had gone well.
   - CSO interviews had been held but there had been no hire.
   - We hired five new Volunteer Firefighters and five new EMT's
   - One new Dispatcher, Jon Griner, was hired. He has an excellent background in law enforcement which is an added benefit.
   - Three at-will employees had been terminated.
   - Phil Zweep has returned to the City.
   - Joe Adler has returned to the City.
   - Regarding benefits renewal, we took a different approach and looked at other brokers. We looked at USI because we have a prior contact there. If we go with USI there will still be an increase but that is much lower than the 12-17% (that was initially ballparked but later reduced to 9.9%) if we stayed with Cottingham & Butler. There are also some added benefits: there is a possibility we will have access to a private clinic, there is 24-hour access to NICE online, 24 hours, drugs no cost, telehealth, and mental health within 24 hours. These are USI plans, not Quartz plans. NICE and Nearsite are both Dean programs but they are trying to get Quartz onboard with the programs. The Mayor asked if there would be a disruption to employees. Director Gillingham stated there should not.

Director Gillingham was tasked with scheduling a Personnel meeting for September 25th and bringing this back to Personnel on that date.

5. **<u>Discussion and possible action regarding Circulation Supervisor position to move temporarily from 30 hours to up to 40 hours for the remainder of 2023</u>**

Director Ramsey spoke to the committee regarding the Circulation Supervisor and the request to have her work forty hours per week until the end of the year. Director Ramsey explained that this position is the only supervisory position in the City that is a part-time position. He further stated Circulation is probably the busiest desk in the Library and the supervisor has the most employees reporting to her. He stated that she is falling behind on many duties including customer service, training new employees, and regular meetings with the employees who report to her. Chair Reeves asked if there was funding for these additional hours. Director Ramsey explained the restructuring that occurred when Jane Groshan left and stated that there was indeed funding for it. He further stated that he was hoping to have enough in the budget to keep the position at 40 hours per week for 2024.
Motion to approve moving the Circulation Supervisor's position from 30 hours to 40 hours for the remainder of 2023, Schumacher, Schroerlucke second. Approved 3-0

4. **<u>Further Discussion and possible action regarding reinstatement of Parks Machine Operator position and elimination of the Athletic Facilities Superintendent position</u>**

Director Gillingham shared with the committee that the employee in the Athletic Facilities Superintendent position had been terminated. She stated that Director Hebert, Director Glynn, and the Mayor had all met to discuss the need for the position and decided it was not required, but that another dedicated Parks Machine Operator position ***is*** needed.
Motion to approve the elimination of the Athletic Facilities Superintendent position and the reinstatement of the Parks Machine Operator position, Schroerlucke, Schumacher second. Approved 3-0

6. **<u>Discussion and possible action regarding Facilities Maintenance Specialist position description</u>**

There was some discussion regarding the position description. Director Gillingham stated there were supervisory duties added because of the position's duty to supervise the full and part-time Custodians. She further stated that the desire was to hire someone this fall so that the new person could shadow Martin Briggs until his retirement.
Motion to send to approval, Schumacher, Schroerlucke second. Approved 3-0

7. **<u>Discussion and possible action regarding City of Stoughton City Attorney Contact Policy (possibly delayed until next meeting)</u>**

Director Gillingham read the current City Attorney Contact Policy to the committee and stated that according to the policy she'd just read, there had been clear violations of that policy by a City employee. There was some discussion regarding the policy and what items should be included in the policy such as an outline of the steps to be followed, timeliness of actions taken and response, someone to protect and advise the accused, and the involvement of Personnel and the Mayor.
The committee asked that this be added to the Ethics Policy. Director Gillingham was tasked with updating the policy and once done sending it to the committee members. There was some discussion regarding the Ethics Committee and its qualifications. Chair Reeves asked if the members shouldn't have some experience in this type of thing. Director Gillingham stated that a member of the Ethics Committee had contacted another citizen asking questions about the accused. Schroerlucke asked if CACP needed to be involved. The Mayor said he would check with the City Attorney.

9. **<u>**Discussion and possible action regarding position description update request</u>**
Discussion regarding the position description. Director Gillingham walked the committee through the City's Hiring Policy for Full and Part-time Employees. She also walked them through the Request for Reconsideration Policy. There was discussion regarding a request that was made. She stated there were no significant changes made to the employee's position description. The Mayor stated that the department head initiated this and that he wasn't even sure it was appropriate for him to do so. He further stated that after the requested change, the employee would actually have fewer duties than he currently has.
Director Gillingham was tasked with rewriting and bringing both the Hiring Policy for Full and Part-time Employees and eliminating the Springsted Request for Reconsideration Policy.

8. **<u>Discussion and possible action regarding position description update policy</u>**
Discussion regarding the position description update policy.
Action to remove Springsted language from all Work Rules and Policies.

10. **<u>**Discussion and possible action regarding market adjustment request</u>**
Director Gillingham asked, "Can someone just request a compensation adjustment when we are not focusing on market this year? She further asked, "When can they be submitting requests?". She stated that the process is not very specific. Director Gillingham stated the only way to correct this is to have a comp study done. The Mayor stated that there is no funding for a comp study. Chair Reeves stated there needs to be a policy or process. She further stated that we can't have Directors lobbying members of the Council to advocate for individual desires. The squeaky wheel syndrome. Director Gillingham stated there should be a system with steps to follow. She named the following: look at the market every few years and make sure there is a COLA percentage increase annually to keep up with COLA. Director Gillingham stated that it's her hope that the City will put the money saved from the Health benefit change back into increases for the employee's wages. There was some discussion regarding budgeting and funding, health benefits, employee comp, market adjustments, and additional staff.
Director Gillingham was tasked with drafting a policy or process to follow and bring it back to Personnel.

11. **<u>Future Agenda Items</u>**
Additions or changes to future agenda items written in red:
- Drug/Alcohol Policy Update – Post-accident/incident
- Drug screens for new employees
- Leadership Backup Plan
- Accrued Sick Leave for Retiring Employees – Sworn Police and City Staff
- Disciplinary Action & Compensation
- Uniforms
- Updates to Work Rules

12. ***Motion to adjourn, Schroerlucke, Schumacher second. All in Favor 3-0. Meeting adjourned 8:03 pm.***

Respectfully submitted 10/02/2023 by HR Generalist Skarda