

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, October 3, 2022 @ 5:30 pm

Ed Malinowski Boardroom

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

**Present remotely:** at 5:45pm: Fred Hundt (Vice Chair)

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

Chair Reeves called the meeting to order at 5:30 pm.

### 2. **Approval of the minutes from Tuesday, August 16, 2022**

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

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

Director Gillingham stated that HR has been very busy recruiting & hiring as well benefit negotiations, all of the renewals for January 1, 2023 and keeping up with the day-to-day duties. She stated there was a lot of time put in to the budget & comp for Utilities and that Director Ehlinger, Mayor and here are working on the increases for the City employees. She stated that most people don't realize what goes into recruiting, interviewing, hiring and onboarding but there a lot of steps that need to be accomplished before someone is actually working. She also talked about how a termination is a lengthy process with removing the employee from all of the benefits and the system.

### 4. **Discussion and possible action regarding eliminating physicals for office positions**

Director Gillingham stated that she has never had a prospective employee have a finding during their pre-employment physical and would like to eliminate the sedentary/office type positions from having to complete a physical in order to hire. She stated that the cost was \$57 per physical and in 2021 there had been 65 of which 28 would be excluded under her recommendation. This would have saved \$1596 in 2021. For 2022, so far there have been 51 physicals, of which 15 could have been eliminated saving the City \$855 ytd. She stated it is her recommendation that physicals be done only for labor intensive or physical positions:

- DPW (all except Admin)
- All sworn Police
- All EMS
- None at Senior Center
- None in HR
- None at Library
- Parks & Rec – Rec Supervisor & Youth CTR Manager
- Finance none
- Clerk none
- Opera House none

If approved, Director Gillingham would meet with each Department Head to finalize the list as she stated the Director's for each Department are close to the positions and would have a better perspective.

Chair Reeves stated that this makes sense. There was some discussion.

**Motion to approve recommendation to Council once list is finalized, Schumacher 2<sup>nd</sup>, Approved 5-0**

**5. Recruiting Update**

Director Gillingham stated that August – September has been very busy for HR with recruiting & hiring. There has been an influx with the Utilities positions being approved. There were 6 open Utilities positions and altogether there were 17 at one time including all other positions. She stated that there had been some promotions and position changes at Utilities due to the restructure. She stated that interviews had been held all day & evening last Monday & Tuesday and that offers had been made to several applicants. She stated that our part time & full-time custodians and rec assistant had all quit and that interviews would be this week for all of those positions.

**6. Update & discussion regarding 2023 Budget**

Mayor Swadley gave the committee an update on the status of the budget. He stated they (he & Director Gillingham) were meeting with Finance Director Ehlinger on Tuesday to go over what would likely be available for increases. Mayor Swadley stated that after the meeting they would be able to give Personnel an update if there is any funding for additional positions. At this time, they were confident that there was no extra funding. If something changed, we would use the November Personnel meeting to hear from the Directors that requested additional personnel. There was some discussion regarding the pay for Council members. Some of the Personnel Committee members stated they were not in agreement with raises in Council member pay and hope that it will be taken off the table.

**7. Future Agenda Item**

Director Gillingham stated there are no additions 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 5-0.***  
***Meeting adjourned 6:35pm***

*Respectfully submitted 10/04/2022 by HR Generalist Skarda*