PERSONNEL COMMITTEE MEETING MINUTES
Monday, January 22, 2024 @ 6:00 pm
Ed Malinowski Boardroom

Present: Lisa Reeves (Chair), Brett Schumacher (Vice-Chair), Jonathan Schroerlucke (via Zoom), Mayor Swadley (ex-officio member), Director Gillingham
Absent & Excused: Tom Majewski
Also attending: Martin Seffens

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 6:02 p.m.

2. **Approval of the minutes from the Wednesday, October 18, 2023, and Wednesday, November 8, 2023 Personnel Meeting minutes**
   Motion to approve Schumacher, Schroerlucke second. Approved 3-0

3. **Communications/Updates**
   Director Gillingham gave the Committee members updates on:
   - Fire and EMS volunteers have to pay into WRS if they are also full and/or part-time employees who pay into WRS. The city was unaware of this and over $118,000 is due. There has been discussion on how to go back and collect on these employees as some have retired, etc. The language is vague so we have our attorney looking into it. Director Gillingham also stated that WRS has a 75-day waiting period between retirement and rehire time which causes some issues.
   - Hiring update:
     a) Offered Case Manager position which was declined because of the cost of part-time health care.
     b) One of our Dispatchers took another position for more pay and we have another on the verge of leaving. Director Gillingham stated the Mayor and Chief are discussing reducing Dispatch hours to daytime only with Dane County taking over for the evening. Cities have either gotten rid of dispatch altogether or are in the process of trying to do so.
     c) Tony King was hired as Park Superintendent.
     d) 42 applications were received for the Recreation Supervisor position. We are reviewing and will be interviewing within the next 2 weeks.
     e) We received 10 applications for the Zoning Administrator position which we are reviewing.
     f) We hired one AEMT/Firefighter and she is in the onboarding process. The other did not work out. Recruiting will open for that position again.
     g) Our part-time Custodian moved to full-time today.

5. **Discussion and possible action regarding frequency of market review**
   Director Gillingham stated that there is a Director who believes market review should not be done annually but that it should be done based on the position. Director Gillingham stated that for HR, it is hard to determine when to review by position unless there is turnover. Mayor Swadley stated that besides turnover, unless the position or the position description changes there is no reason for market analysis. He further stated that wage analysis should be coming from HR, not the individual department heads. Director Gillingham stated that the information is more reliable and consistent coming from HR. She stated that CVMIC has HR.gov which has salary reporting information for municipal positions and that HR will use

that information. Schumacher stated it's difficult to do as there is a lot of speculative information out there. He stated that the City needs to have a policy in place to nail down the process. He stated he would like to see what other cities do – are they schedule-driven or driven by position? Reeves stated that they should discuss how to set up a policy/procedure for market review. Director Gillingham stated that we could use CVMIC to pull information for us. Schumacher asked if our IT department could set up an AI to mine that info. There was some discussion regarding what the process should entail. Seffens stated that pay for positions was subjective and further stated that the Utilities Department is low on linemen. He stated it seems to be hard to hire them and that there used to be 8 and now there are 5. There was some discussion regarding the lineman positions pertaining the difficulty of hiring.

Reeves closed the meeting by reading State Statute 19.85(1)(c). Motion to close Schumacher, Schroerlucke second. Approved 3-0

4. **<u>** Discussion and possible action regarding Performance and Compensation –Utilities</u>**

Discussion regarding the policy for the process of compensation review. Director Gillingham was tasked with looking for the process followed in 2022 as it pertains to the Utilities Department. She was further tasked with putting a policy/procedure together for the review process to include all departments. The request for review should have a due date and all requests should be submitted by the specified date. Using a matrix established by the HR Director with information used from gov.hr and other reliable sources. This process must then go to Personnel for approval.

Motion to have HR investigate the process approved in 2022 and devise a policy for the process of market review in order to be consistent and fair with the process in the future, Schroerlucke second. Approved 3-0

6. **<u>Future Agenda Items</u>**

Additions or changes to future agenda items written in red:

- Compensation Market Review Policy
- 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

7. ***Motion to adjourn, Schroerlucke, Schumacher second. All in Favor 3-0.***

Meeting adjourned 7:22 pm.

Respectfully submitted 01/31/2024 by HR Generalist Skarda