**PERSONNEL COMMITTEE MEETING MINUTES**
**Tuesday, March 5, 2024 @ 7:00 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:** Director Ehlinger and Director Weiss

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 7:15 p.m.

2. **Approval of the minutes from the Monday, January 22, 2024 Personnel meeting minutes**
   ***Motion to approve Schroerlucke, Schumacher second. Approved 3-0***

3. **Communications/Updates**
   Director Gillingham gave the Committee members updates on:
   - Police Dept. part-time employee passed away.
   - HR Dept. in training with CVMIC to learn how to push out applications to supervisors and several other time-saving opportunities within the system.

4. **Update regarding WRS (Wisconsin Retirement System)**
   Director Gillingham updated the committee regarding the issue with WRS: employees who were volunteers as well were not set up to have WRS taken from their volunteer checks. This was set up incorrectly before any of the current Finance & HR staff were employed so no one knows why it wasn't set up to do this. and Director Ehlinger explained the cost to correct this error is approximately $119,190. Director Gillingham stated that we don't want to deter volunteers from applying and she further stated the City can correct this mistake without asking prior employees for any additional money.

5. **Discussion and possible action regarding updated *Fire Chief* position description**
   Director Gillingham asked that this be tabled until the next meeting.

8. **** Discussion and possible action regarding Market Compensation Review**
   Director Gillingham asked Director Weiss to give her presentation. Following her presentation there was some discussion regarding the compensation plan.
   ***Chair Reeves stated that there will need to be a follow-up meeting.***

7. **Discussion and possible action regarding the Request for Reconsideration policy**
9. **Discussion and possible action regarding Position Description Reconsideration**
   Director Gillingham stated that these policies were in place at the time of the Springsted Study and no longer had any bearing on the process. Mayor Swadley stated that if a position description change was needed then it should be brought to HR. Director Gillingham stated that Human Resources would then review the position description. If changes to the position were made then it would be updated and checked to see if the compensation needs updating as well.

10. **** Discussion and possible action regarding position description change request**
    **Motion to approve the removal of Request for Reconsideration and Position Description Reconsideration Policies from the City Policy Manual *Schumacher, Schroerlucke second. All in Favor 3-0.***

**Director Gillingham was tasked with bringing compensation information to the next meeting.**

6. **Discussion and possible action regarding Technical Services LTE position description**
Director Gillingham explained the limited term position duties, length of service, and the grant funding for the position. Schumacher stated it should be approved by Council.
**Motion to approve *Schroerlucke, Schumacher second. All in Favor 3-0.***

11. **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

12. ***Motion to adjourn Schumacher, Schroerlucke second. All in Favor 3-0.***
***Meeting adjourned 8:55 pm.***

***Respectfully submitted 03/19/2024 by HR Generalist Skarda***