



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the: **Personnel Committee of the City of Stoughton**
Date/Time: **Monday, May 4, 2020 @ 6:00 pm**
Location: ****PLEASE NOTE** This is a teleconference meeting via GoToMeeting. Access with a computer, tablet, or smart phone via GoToMeeting - <https://global.gotomeeting.com/join/617655749> You may also join by phone using dial-in number 1 (571) 317-3122 Access Code: 617-655-749 Please sign in to the meeting at least 10 minutes prior to the scheduled start time if possible.**

Members: Lisa Reeves (Chair), Sid Boersma, Thomas Majewski , Frederick Hundt and Mayor Timothy Swadley (ex-officio member)

City Personnel: Director Gillingham

- 1 Call to Order
- 2 Approval of the Monday, February 3, 2020 Personnel Committee meeting minutes
- 3 Election of Chair
- 4 Election of Vice Chair
- 5 Communications/Updates
- 6 Review and possible action regarding Covid 19 Compensation
- 7 Discussion and possible action regarding 2021 Compensation Budget
- 8 Discussion and possible action regarding 2020 Hiring
- 9 Future Agenda Items
 - Parks & Recreation Structure
- 10 Adjournment

** May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Any person wishing to attend the meeting, whom because of a disability, requires special accommodation, should contact the City Clerk's Office at (608) 873-6692 at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. In addition, any person wishing to speak or have their comments heard but does not have access to the internet should also contact the City Clerk's Office at the number above at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

PERSONNEL COMMITTEE MEETING MINUTES
Monday, February 3, 2020 @ 6:00 pm
Ed Overland – 381 E Main St, Stoughton. WI 53589

Present: Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Sid Boersma, Mayor Swadley and Director Gillingham

Absent and excused: Thomas Majewski

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.
2. **Approval of the Minutes** of the Monday, December 2, 2019 Personnel Committee meeting minutes.
Motion to approve Boersma, second Bartlett, Approved 4-0

3. **Communications/Updates**
Director Gillingham reported:

Recruiting & Hiring

- All new positions open:
 - 1) Library Circulation Supervisor replacement for Sarah Bukrey.
 - 2) Promotion of one of our existing Police Officers to Sergeant and the recruiting and hiring of a Police Officer to fill the vacancy that the promotion creates.
 - 3) Fire Chief
 - 4) Public Works Machine Operator
 - 5) Recruiting and hiring seasonals for the Recreation Department for Troll Beach and other Spring and Summer programs is now underway
- Data entry for payroll into BS&A and employee verification
- Possible third party data entry – BS&A Self service
- Payout for comp time
- True up for vacation time
- Developed Fire Chief hiring process
- Ran nationwide search for applicants for Fire Chief
- Expert panel – Marty and Jon Lewis helped with choosing
- Vetted applicants – PFC pared down to top 5

Upcoming

- OSHA reports
- Meeting with Utilities staff regarding focusing on safety. An employee recently received a concussion from hitting head with a branch.
- Meeting with our attorney this week to discuss the revised Work Rules

4. **Discussion and possible action regarding Planning Department Custodian position description**
The committee reviewed the position description and discussed the differences in the duties as compared with the existing custodian working in the Library. Director Gillingham noted that the position description had been sent to Springsted to verify any change to the grade level.
Motion to approve Boersma, second Bartlett, Approved 4-0.
5. **Discussion and possible action regarding the Planning Department Engineer position description**

The committee reviewed the position description and discussed. Director Gillingham stated that this position description had been sent to Springsted for grading and once graded correctly would then be sent to Council for approval because it is a new position.

Motion to approve with requested correction Boersma, second Bartlett, Approved 4-0

6. Discussion and possible action regarding the updated Police Department position description Administrative Assistant to Office Manager

Director Gillingham stated that due to the upcoming retirement of Barb Veum we would need to start recruiting for the PD Office Manager position. She noted that some wordsmithing had been done to the existing position description to match the duties already being done. She also noted that the title of the position was being officially changed with this updated position description. Director Gillingham stated that the position description had been sent to Springsted for grading and that if the grade is changed by them it would have to go to Finance for approval.

Motion to approve with requested correction Boersma, second Bartlett, Approved 4-0

7. Discussion and possible action regarding the schedule of the September Personnel Meeting which falls on Labor Day

To be determined. The committee decided to leave this on hold.

8. Discussion and possible action regarding the Fire Chief compensation**

Motion to move into closed session Boersma, second Bartlett, Approved 4-0. Reeves read State Statute 19.85(1)(c) moving the meeting to closed session at 6:20 pm.

Motion to move into open session Boersma, second Bartlett, Approved 4-0. Moved into open session 6:37 pm.

9. Future Agenda Items

- Parks & Recreation Structure

Motion to adjourn Bartlett, second Boersma, Approved 4-0. Meeting adjourned 6:55pm.