PERSONNEL COMMITTEE MEETING MINUTES
Monday, June 6, 2022 @ 6:00 pm
Ed Malinowski Boardroom

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

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 6:00 pm.

2. **Approval of the minutes from Monday, May 2, 2022**
   Motion to approve Jenson, Schumacher second, Approved 4-0

Director Gillingham told the Chair that in her absence during the last meeting that Alder Hundt had asked if the normal meeting day (Monday) might be changed in order for him to attend something else on Monday evenings. There was discussion regarding the day and times of the meetings and it was decided that the Committee will still meet on the first Monday of the month but will start the meeting at 5:30pm instead of 6pm.
Motion by Hundt to meet on the first Monday of the month at 5:30 rather than 6pm, second Schumacher, Approved 4-0
Chair Reeves then brought up the July meeting which would fall on the 4th of July. There was some discussion and it was decided that the July meeting would be moved to June 23rd at 5:30pm.

3. **Communications/Updates**
   - Director Gillingham stated that the HR Dept. had hired an Admin Assistant from one of the applicants that had not been chosen for the Planning Dept. Admin position.
   - Director Gillingham stated that she had some concerns regarding compensation at this time and moving into 2023. There was some discussion and Director Gillingham was tasked by the Committee to speak with the Director of each department.
   - Director Gillingham stated that HR has been busy with the Police Department. She gave an update on the recent promotions within the department. She stated that recruiting for Dispatchers and Police officers has been an ongoing challenge. She stated that a new Police Officer would be onboarding on the 13th and that would leave one more opening. She also stated there was one more Dispatcher position to fill and that with the interviews that were in the process of being scheduled for next week hopefully we'll be able to fill that last opening. Director Gillingham stated that she had met with the PFC and had established a process for the hiring process for the coming Police Chief opening.
   - Director Gillingham stated that a Utilities Lineman had terminated his position.
   - Director Gillingham told the Committee that renewals were coming up and that there more information on this in the next 4-6 weeks.

4. **<u>Discussion and possible action regarding Juneteenth and LGBTQ Recognition</u>**
   Director Gillingham updated the Committee on the Juneteenth Celebration in Stoughton on June 19th from 12:00-4:00pm at the Chorus Public House. She stated that the event is sponsored by Eyes of Hope, Mosaicos and the Undivided in partnership with Families for Equity, Stoughton DEI Task Force and the Stoughton Public Library. There was some discussion about the activities planned as well as a City proclamation.

5. **<u>Discussion regarding Police Chief's position, Interim Police Chief, and PFC</u>**
   Director Gillingham stated that Streets Supervisor Halverson is invaluable with his knowledge. Schumacher stated he would like to see more done with work anniversaries and suggested the Council meetings as a place to recognize employee anniversaries.

6. **<u>Discussion and possible action regarding 2023 Budget – Recruiting and Retention</u>**
   Director Gillingham stated that in order to recruit the City will need to budget more funds in order to recruit for candidates. She stated that it is no longer viable to use only free advertising services. Director Gillingham then said retention is an issue as well. There was some discussion. The Committee tasked Director Gillingham with discussing these concerns with leadership.

7. **<u>Future Agenda Item</u>**
   There was some discussion regarding g Sick Time Donation. The Committee told Director Gillingham that this is not a program the City is interested in developing at this time.
   - Leadership Backup Plan
   - Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
   - Disciplinary Action & Compensation
   - Employee recognition

8. ***Motion to adjourn Jenson, second Schumacher, Approved 3-0.***
   Meeting adjourned 7:15pm.

Respectfully submitted 6/8/2022 by HR Generalist Skarda