PERSONNEL COMMITTEE MEETING MINUTES
Monday, November 7, 2022, @ 5:30 pm
Ed Malinowski Boardroom

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

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 5:30 pm.

Director Gillingham asked if item numbers 6 & & could be moved to 1 and d 2 in order that Chief Jenks & Director Montgomery would not have to wait. Chair Reeves said that would be fine.

Alder Schumacher made a motion to close the meeting for items 6 and 7 reading "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", Vice-Chair Hundt 2nd, All in Favor 4-0

6. ****Discussion and possible action regarding employee issue**

7. ****Discussion and possible action regarding Police Union contract compensation**

Jensen motion to make a recommendation to take to Finance Committee to approve the extra $88,397 needed to come from identified funds and then to Council to make an amendment to the 2023 budget, second Hundt, All in Favor 4-0

Alder Schumacher made a motion to come out of closed session, second Hundt, All in Favor 4-0

2. **Approval of the minutes from Monday, October 3, 2022**
   Motion to approve Schumacher, Jenson second, Approved 4-0

3. **Communications/Updates**
   Director Gillingham stated that HR had been busy with the following tasks:
   - Quartz -negotiated to 8.9% for 2023
   - Delta Dental – no increase for 2023
   - Section 325 increased to $3050
   - Open Enrollment November 14-28
   - Working on benefits handout & renewal process with Director Montgomery to better streamline the open enrollment process
   - WPPA Negotiations – held a meeting with Chief Jenks and the attorney
   - Working through an employee issue – more in closed session
   - Generalist Skarda & Admin Assistant Updike have moved into their new office and have been working on: agendas, minutes, recruiting, posting ads, orientations, interviews, schedule ng of background checks, pre-employment physicals & drug screens. As well as an I9 Project, the annual Flu Clinic, and annual hearing screens

- Amanda did some research for TPA-DOT Testing – Meeting was held to determine the next steps. Director Gillingham working with Jen at the hospital to see if they can become in-network - $70 vs $40 cost
- Flu Clinic 50 employees vaccinated
- Hearing screens complete (2 with significant change)
- Generalist Skarda has completed the benefits spreadsheet used for keeping track of changes.

4. **Discussion and possible action regarding January 2023 Personnel Meeting**
   Director Gillingham stated that the January meeting falls on the New Year's Day holiday for City employees therefore she would like to try to get a new date for it so it could be posted. There was some discussion and the date of Tuesday, January 17th was agreed upon.

5. **Discussion regarding 2023 Compensation**
   Director Gillingham stated that the plan for 2023 compensation is to retain the employees that the City has by right sizing as many as possible. There will be no requests for additional employees in any department.

8. **Future Agenda Items**
   Director Gillingham stated there are no additions or changes to future agenda items at this time.
   - Leadership Backup Plan
   - Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
   - Disciplinary Action & Compensation

9. ***Motion to adjourn Schumacher, second Hundt, Approved 4-0. Meeting adjourned 7:05 pm.***

Respectfully submitted 11/08/2022 by HR Generalist Skarda