

PERSONNEL COMMITTEE MEETING MINUTES

Monday, August 22, 2016 @ 4:07pm

Mayor's Office

Present: Alders: Pat O'Connor, Thomas Majewski, Paul Lawrence via conference call, Tim Swadley (ex-officio), Director Gillingham

Others in attendance: Director Brehm

1. **CALL TO ORDER:** O'Connor called the meeting to order at 4:07pm.
2. **Approval of the Minutes** of the July 25, 2016 Personnel Committee meeting minutes. Motion by Lawrence, second by Majewski. Approved 3-0
3. Director Gillingham gave a Human Resources & Risk Management update: recruiting for the Utilities Customer Service position due to Rebecca Jacobson's departure; recruiting for the Deputy Treasurer position being vacated by Julie Roberts who has taken a position with the State; recruiting for the Senior Center Case Worker position being vacated by Rebecca Kelly; will start recruiting as soon as possible for the Event Coordinator position vacated by Christina Dollhausen who is moving and explained that some changes have been made to update the position which she will be discussing later; an offer was extended on the Parks position of Parks Maintenance Supervisor which was declined so today an offer was made to Patrick Groom.
4. Director Gillingham referred everyone to the memo dated 8-11-2016. She noted the newly created position of Opera House - House Manager which is a position created with the duties from Event Coordinator as well as some new responsibilities. She stated that this position along with the Assistant Event Coordinator which has been updated to Box Office Manager and Volunteer Coordinator have both been recently graded by Springsted. Director Gillingham then asked Director Brehm to further explain the changes and what they would mean to the City. Director Brehm asked the committee to turn their attention to the spreadsheet he had provided that shows the new structure of the Opera House Department. Brehm stated that while unfortunate, Christina's departure did create the opportunity to make the changes that are needed to sustain the Opera House for the next few years. Director Gillingham stated that the organization chart shows which direction Brehm needs to go. Swadley asked if this restructure was a something he would have planned anyway. Brehm answered yes, that this has been a three year process. Lawrence asked what the financial impact to the City would be for both positions. Director Brehm stated that based on his analysis of his 2016-2017 budget, the Opera House is able to cover all additional costs without any extra funding from the City. He explained his methodology: By not hiring for Christina's position at the same rate but at a lower rate and having her position vacant for a time frees up extra money. Plus, Julia is taking single benefits whereas Christina was taking family benefits. This made it possible to give a small increase in wages to Julia. Director Brehm explained that the Opera House has seen greater profit and is able to support any cost incurred by the change in wages for these positions. Lawrence asked if there were extra duties along with the wage increase. Director Brehm stated there were. Majewski asked where the Opera House gets the revenue. Brehm stated that it comes through ticket sales, subsidies, and memberships. O'Conner asked what the City's contribution is to which Director Brehm replied that it is \$143,506 in 2016, was \$160,321 in 2017 contingent on Brehm being 75% Opera House and 25% Media. O'Conner stated that HR will have to recruit for the House Manager position and asked about Julia's position. Director Gillingham stated that Julia can be moved into the position because of the new promotion policy. O'Conner asked if the matter had to be taken to Finance to which Director Gillingham replied it does not because there is no financial impact to the City.

Motion to move forward by Majewski, second by Lawrence, All in Favor (3-0).

Director Gillingham stated that the next Personnel Committee meeting will be scheduled for September 12 due to the Labor Day holiday on September 5th.

ADJOURNMENT

Motion to adjourn by Lawrence, second by Majewski, All in Favor (3-0). Meeting adjourned at 4:30pm.