

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, February 5<sup>th</sup>, 2018 6:00pm

Mayor's Office

**Present:** Alders: Thomas Majewski (Chair), Kathleen Johnson (Vice-Chair), Sid Boersma, Matt Bartlett and Director Gillingham

**Absent:** Mayor Olson

**Also in Attendance:** Director Kardasz, Jamin Friedl, Patrick Frisch, Nathan Hartwig, and Greg Leck

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:00pm
2. **Approval of the Minutes** of the November 27, 2017 Personnel Committee meeting minutes.  
***Motion to approve Boersma, second by Bartlett, Approved 4-0***

### 3. **Communications**

Director Gillingham updated the Committee on:

- OSHA Log completed, faxed to government and posted
- Appointments made with Payroll companies: The Payroll Company a local company out of Middleton and ADP a local presence but National Firm
- Beginning of the Year and payroll clean up completed: vacation balances etc.
- Contingent offer made to applicant to fill Recreation Supervisor position
- Dispatch- First testing date was Saturday, February 3<sup>rd</sup>, the second testing date is Friday the 9<sup>th</sup>. Next step: review the applications and determine who will be called in for interview.
- Springsted: Director Gillingham explained what had occurred when she went to code her 2017 invoice. The code was closed. After investigating and talking with Director LaBorde, there were no funds for the project therefore the code was closed. She worked with Director LaBorde to find funds in the 2017 budget (benefits) to cover the invoice.

**Director Gillingham was directed by Majewski to get an RFP from Springsted for the services needed in 2018 and to bring that to Personnel at the next meeting.**

### 4. **Discussion and possible action regarding R-58-2015 – Non-Union Work Rules not specific**

Director Gillingham reviewed R-58-2015 with the committee and explained that the intent of the resolution was to include the Sergeants when they left the Union to still have the same retirement benefits. Chief stated that the retirement clause for union represented should go to sworn Police personnel which would include Sergeants, Lieutenants and the Chief. Director Gillingham explained the difference between the Union, non-union police and the rest of the City Staff and that there would be financial implications as well as inequities between non-union police and all other non-union city staff. The committee made a motion to add all sworn Police personnel to follow the following Union contract verbiage regarding retirement:

**POLICE CONTRACT:**

*"Lieutenants and Sergeants:*

*Section 6. Accrued Sick Leave Credit for Retiring Employee. All full-time employees who actually retire from City service and apply (within 60 days of last day paid) for a retirement annuity from the Wisconsin Retirement System, which annuity must exceed \$10.00 per month, shall have their sick leave credits up to one thousand two hundred fifty (1250) hours (at the time of their retirement) converted to a monetary value (hours of credit times normal hourly rate of pay received immediately prior to retirement) and transferred to a Retiree Health Reimbursement Plan, Any amount of sick leave credits in excess of one thousand two hundred fifty (1250) hours shall be converted to a monetary value at the rate of fifty percent (50%), which amount shall also be transferred to a Retiree Health Reimbursement Plan."*

**NON SWORN:**

***Accrued Sick Leave Credit for Retiring Employee***

*All full-time employees who actually retire from City service and apply (within 60 days of last day paid) for a retirement annuity from the Wisconsin Retirement System, which annuity must exceed \$10.00 per month, shall have their sick leave credits, up to 130 days (at the time of their retirement) converted to a monetary value (hours of credit times normal hourly rate of pay received immediately prior to retirement).*

*Forty-five (45) days of accrued sick leave will be paid out as a lump sum payment upon death or retirement as defined above. Such forty-five days shall be applied against the 130 day cap. The remaining balance of up to 85 accrued sick days will be transferred to a Retiree Health Savings Plan.*

**Motion by Boersma, second Bartlett, Approved 4-0**

**5. Discussion regarding outsourcing of payroll**

The committee reviewed the memo included in the packet and discussed.

**6. Discussion and possible action regarding Hiring Policy update: City Clerk**

Director Gillingham explained that there is a municipal code as well as state statutes that must be followed when hiring a City Clerk. She stated that the codes and statutes were added to the non-leadership policy to ensure they are followed when hiring a City Clerk. Majewski stated that there should be a separate discussion at the next meeting regarding reporting structure as he and others believe the Clerk should be its own department. Chief Leck and Director Kardasz shared the history and why the change was made. Alder Majewski stated reporting to Finance

is like the fox watching the hen house and stated he would like Director Gillingham to work on some options for this structure.

***Motion by Boersma to approve the update to the non-leadership hiring policy to add the municipal code and statues as presented by Director Gillingham, second Majewski, Approved 4-0***

**Director Gillingham was directed by Majewski to look at structure options and to bring those to the next meeting.**

**7. Discussion and possible action regarding Utilities request to fill the vacant Utilities Water System Supervisor position**

Director Gillingham explained the request and Director Kardasz further explained the need for the Supervisor. Director Gillingham asked if this position was in addition to the existing staffing structure or if it will replace an existing position. She asked if there is internal movement due to an employee in the Utilities being offered and accepting the position, if the vacated position would be back filled. Director Kardasz was unable to answer. He stated he would like the search for the candidate open to both internal and external candidates. Director Gillingham reminded Director Kardasz that during the meeting with Mayor Olson he stated that the candidate must have institutional knowledge of the Stoughton Water System. She asked if there were external candidates that would have that skill set. Director Kardasz stated that there is a high level of technical understanding required for the position. Director Gillingham concluded that the first step in the process would be to update the position description and have it graded by Springsted. She asked additional questions about funding of the position. Finance Manger Freidl stated that there are currently 6 Full Time Equivalents allocated to Water. He stated this includes the existing 3 Water staff, Shannon Gunsolus, Sean Grady and others.

***Motion by Majewski to update the position description as recommended by the Utilities Committee and complete the grading process with Springsted, second Boersma, Approved 4-0***

**Director Gillingham to complete the grading process and bring the Position Description back to Personnel for final approval with the Springsted grade level. Utilities to ensure they have the budget to support the position based on the grade. Next steps: Position description updated and approved; request approval by Personnel to hire; and if approved by Personnel: take to Council with Position Description with a request to hire.**

**8. Discussion and possible action regarding 3,5, and 10 year plans from Leadership**

Director Gillingham asked if everyone had received the information and reviewed. Some had reviewed, others had started. Director Gillingham explained that all were received with the exception of Director Brehm's. She stated she spoke with him last week and he was going to work on it. Director Gillingham stated that when received, she would forward his report on to Council. Alder Majewski requested that Director Gillingham forward the information on to

Council for informational purposes. There was discussion amongst the Alders that this was the first that they were aware that there were department needs in regards to staffing. Chief Leck and Director Gillingham explained that the directive when generating the budget was to keep the budget stagnate. This was due to a lack of available funds.

#### **9. Future Agenda Items**

- *Paperless paystubs in 2018: Electronic vs email:* Director Gillingham working on with Finance and BS&A when the timesheets are addressed, Alders questioning why their stubs are mailed when they have mailboxes.
- *Economic Development:* Director Gillingham asked what if anything she should be doing with the information she forwarded to Council. Majewski stated not to call a joint meeting and to hold off until there is further direction from the Council.
- *Review Process:* Director Gillingham is pulling together the forms and would like to review with Leadership before selecting a final form for implementation.
- *Time sheet entry:* Director Gillingham explained that when she returned from her vacation she had a meeting with Director of Finance and the Mayor to share her concerns about the time being spent in the Library and Police Department on time sheet entry. She stated that it was her understanding that when BS&A was rolled out, Director Sullivan trained the police and they were then to roll out to their employees. The challenge at the Library is the lack of a computer. Director Gillingham met with the Library personnel committee as well as Richard and addressed the situation. A meeting was called with the police to see what could be done to have each officer enter their own time. Because they work on a 74.89 schedule, there are many more hurdles. The first meeting to look into this process was last week with police. The next step is to involve BS&A.

***Chief Leck reminded the committee about the idea of a Public Safety referendum and the importance of timing and preparation. Alder Majewski stated that should go to Finance, Public Safety and Public Works.***

***Motion to adjourn Johnson, Second Boersma, Approved 4-0. Meeting adjourned 7:15pm.***