

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, April 23<sup>rd</sup>, 2018 6:00pm

Mayor's Office

**Present:** Alders: Thomas Majewski, Matt Bartlett, Sid Boersma, Lisa Reeves, Mayor Swadley (ex-officio member) and Director Gillingham

**Also in Attendance:** Jamin Friedl, Rodney Scheel, Denise Duranczyk

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:04pm

2. **Election of Personnel Committee Chair**

Bartlett nominated Lisa Reeves, Majewski second, Majewski asked the question three times "Do I have any other nominations" to no response. All in favor.

***Motion to nominate: Bartlett, second by Johnson, Approved 5-0***

3. **Election of Personnel Committee Vice-Chair**

Boersma nominated Matt Bartlett, Majewski second, Reeves asked the question three times "Do I have any other nominations" to no response. All in favor.

***Motion to nominate: Boersma, second by Majewski, Approved 5-0***

4. **Set Meeting Dates & Times**

The new committee agreed to continue with the same meeting schedule as they've had in the past: the first Monday of each month at 6pm in the Mayor's office.

5. **Discussion and possible action regarding hiring a replacement for Finance & Economic Development Director who has given her notice of resignation**

Director Gillingham read her April 19 letter to the committee regarding the structure of the Finance Department. She explained the current structure of the department. She then stated that one option (Option A) was to remove the Economic Development portion from the Finance Director's position description. The second option (Option B) was a complete restructure that included moving the Clerk back to its own department thereby removing both Economic Development and Clerk/Admin responsibilities from the Finance Directors position. **Boersma moved to approve based on the Director of Human Resources & Risk Managements recommendation.** Majewski stated that the committee should look at this long term. He also stated that the Clerk is not a fully formed entity as yet. He also questioned the fiscal impact. He stated his thought was to change the Finance Director position description, now following Option B, before hiring for the position so that the Clerk would report directly to the Mayor. He stated that would eliminate the problem of inequality. **Boersma made the motion to remove Economic Development and Clerk duties from the Finance Director position description following structure Option B, and to move forward as soon as possible. Majewski second.**

There was some discussion as to how the two departments ended up together when they had at one time been separate. The comment was made that it is like having the fox guarding the hen house. There was also some discussion regarding the rescoring of the Clerks position and the cost of restructuring the Clerk's office to be its own department. Bartlett stated his opinion was that they should go with Option B with the consideration of the fiscal impact as well as having goals for the Clerk to hit. The discussion moved to the Economic Development portion of the positions and Director Gillingham suggested there should be some committee input as to what the goals and responsibilities of what an Economic Development Director/Department would be. Mayor Swadley stated the conversation should start now, either at Council or COW. Boersma stated COW, but Leadership should be part of the conversation as well. Mayor Swadley stated he did not want the City employee support staff working on this if it was not going somewhere as they have enough on their plates as it is. Director Gillingham suggested an aldermanic group that would set goals and options. Reeves stated that it may be wise to narrow down the amount of information when bringing it to Council. Duranczyk suggested narrowing it down to Option A, B, C like Director Gillingham did with the Finance Director options, then taking it to the Alders. Majewski suggested having Personnel and/or CACP hammer out the expectations of the position and then discuss with Council. Director Gillingham compared it to the IT Director position which required newly defined with goals and expectations in the position description. Bartlett suggested they discover what Economic Development means to Council and ask for some guidance as to what they are looking for. He also stated that Director Scheel should be involved in the economic development position process. Director Gillingham asked Reeves if CACP and Personnel could find a date to meet jointly, possibly on May 7<sup>th</sup>, which is the next scheduled date for Personnel to meet. Director Gillingham also stated there may need to be extra Personnel meetings scheduled for this process.

***Reeves asked if all were in favor of the motion made earlier by Boersma and seconded by Majewski to go with Option B: All in Favor, Approved 5-0***

***Motion to adjourn Majewski, Second Bartlett, Approved 4-0. Meeting adjourned 6:45pm.***