

PERSONNEL COMMITTEE MEETING MINUTES

Monday, July 25, 2016 @ 6:00pm

Mayor's Office

Present: Pat O'Connor (Chair), Thomas Majewski (Vice-Chair), Sid Boersma, Mayor Donna Olson (ex-officio), Human Resources Director Amy Jo Gillingham, Utilities Finance & Administrative Manager Kim Jennings, Senior Center Director Cindy McGlynn, Ann Antonsen, Springsted Incorporated

1. **CALL TO ORDER:** Chairperson O'Connor called the meeting to order at 6:07pm.
2. **Approval of the Minutes:** Chairperson O'Connor asked for discussion on the minutes of June 6, 2016. HR Director Gillingham addressed questions and clarifications. **Motion to approve by Boersma, Second by Majewski. Motion carried 4-0.**
3. **Communications:** **HR Director Gillingham:** C. Dollhausen's last day is August 12, 2016. We have asked her to document procedures and provide suggestions as time permits. Utilities has provided inquiry access to the Microsoft Dynamics payroll module so that HR can lookup wage and benefit enrollment information. Utilities has provided a schedule with automated calculation for Life Insurance and Income Continuation Insurance premiums. HR and Finance staff held a meeting to discuss redundancies within City and Utility accounting procedures. Staff recommends no changes to the existing procedures. The City has some existing position vacancies in Parks, Library, Opera House and Police Dispatch. The HR department is in the process of updating position descriptions for these vacant positions. **Tom Majewski:** Requested that HR Director Gillingham provide a copy of the proposed position description changes to him. **Utilities Finance Manager Kim Jennings:** Explained that she is working with HR Director Gillingham and Springsted to assign classifications and wage ranges for each Utility position. Employees and supervisors will complete Position Analysis Questionnaires and send to Ann Antonsen for review and comments. **Sid Boersma:** Shared that he and others have agreed to assist at the Opera House in order to ensure a smooth transition with the departure of Ms. Dollhausen.
4. **Discussion and possible action regarding the Springsted Classification and Compensation Study:** Chairperson O'Connor asked HR Director Gillingham and Ann Antonsen to provide a status and summary of recommendations for the City's compensation plan as outlined by the Springsted Classification and Compensation Study. **HR Director Gillingham and Ann Antonsen:** Presented a summary of recommendations as they appear in the meeting packet. At this point, City staff and Springsted Inc. have analyzed each position in the City and assigned a grade level to the position with a minimum, midpoint and maximum wage. The grade level is based on a review of Position Analysis Questionnaires prepared by employees and supervisors and Market Wage Comparisons. Any positions with current wages that fell below the recommended minimum were adjusted to the minimum on January 1, 2016. More detail was provided on the ideology behind the "steps" within each grade. The steps between minimum and midpoint are intended as a path for an employee to get to their average market wage (midpoint) over a reasonable period, provided they are meeting the expectations of the position. The steps between midpoint and maximum are available to the employee if they consistently exceed expectations and provide added value to their position. The Committee was asked to consider, discuss and take action on the following items: Should the

differential between steps stay at 2.75%? How and when will the entire classification scale be updated to reflect changing market comparisons? Should all Department Head positions move to midpoint as of January 1, 2017? Discussion followed. **Motion by Boersma to “move remaining four Department Head positions to midpoint, change the classification scale to represent a 2% differential between each step rather than 2.75%, change the classification scale to reflect market changes from 2015 to 2017, and provide the total financial implication of this for the calendar year 2017. Seconded by Majewski. Motion carried 4-0.** HR Director Gillingham stated that she would also provide financial implications of placing all positions on the next step within their grade classification for discussion at the next meeting.

5. **Old Business:** The Committee discussed corrections to policies and procedures documents that were made by HR Director Gillingham because of discussion during the June 6, 2016 meeting. The Committee is happy with the corrections and wishes to forward to the City Council for approval. HR Director Gillingham explained that she met with Utilities Finance & Administrative Manager Kim Jennings and City Finance and Economic Development Director Laurie Sullivan to discuss potential redundancies in City and Utility accounting structure. It was agreed that there are no redundancies and no changes are recommended.

6. **Future Agenda Items:**

Review additional Position Descriptions from Springsted and for vacant positions.
Review financial implications of compensation plan recommendations.

7. **Motion to adjourn by Majewski, Seconded by Boersma. Motion carried 4-0.**

Respectfully submitted,

Kim Jennings, Utilities Finance & Administrative Manager