

PERSONNEL COMMITTEE MEETING MINUTES

Monday, May 4, 2020 @ 6:00 pm

Remotely Via GoToMeeting

Present: Lisa Reeves (Chair), Fred Hundt (Vice-Chair), Sid Boersma, Mayor Swadley and Director Gillingham

Absent and excused: Thomas Majewski

Also in attendance: Director Friedl, Chief Leck and Director Scheel

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:04 pm.
2. **Approval of the Minutes** of the Monday, February 3, 2020 Personnel Committee meeting minutes.
Motion to approve Boersma, second Swadley, Approved 4-0
3. **Election of Chair**
Boersma motion to nominate Reeves, Reeves asked three times if there were any other nominations to no response, second Hundt, Approved 4-0
4. **Election of Chair**
Boersma motion to nominate Hundt, Reeves asked three times if there were any other nominations to no response, second Reeves, Approved 4-0
5. **Communications/Updates**
 - Director Gillingham stated she has been trying to keep them updated by sending out a weekly update regarding what is going on with each department while the Safer at Home order is in place.
 - Human Resources has continued with recruiting and hiring. Hiring has been limited to seasonal employees for the Public Works & Recreation Departments. They have been given conditional offers of employment so that when the order is lifted we will have seasonal staff lined up and ready. Some positions that we have already recruited for have been on hold since the order went into effect. Those positions include the Police Department Office Manager, the Planning Department Engineering Technician and the City Custodian. Other positions that are being recruited for at this time include two Journeyman Lineman positions and we are still doing some recruiting for the Engineering Technician.
 - Last Fall the Human Resources & Risk Management Department sent the updated Work Rules to the attorney. We received them back earlier this year. Generalist Skarda and I were tasked with reformatting the Work Rules into a format that the attorney suggested. We have been working diligently on getting this accomplished. Once finished, it will go back to the attorney for approval.
 - For Human Resources & Risk Management, working remotely, it is pretty much business as usual. We are still recruiting. At this time, we are working on the hires for four full time positions.
 - Some liability claims have come in and we have had some minor employee injuries that we have had to report.

Chair Reeves stated that she would like to give kudos to Director Gillingham and Generalist Skarda for pulling together as a team, keeping the Human Resources & Risk Management Department running smoothly during this time. She further stated that it was an understatement to say that we have entered a time of uncharted waters and that during this

time they have pulled together and brought us much confidence that the City has done an excellent job of taking care of the City staff while still taking care of City business.

6. Review and possible action regarding Covid 19 Compensation

Director Gillingham reminded the committee that Mid-March the Mayor made an Emergency Declaration and had authorized and implemented a compensation plan that pays all regular full time and part-time employees their regular pay. She stated that many employees are working remotely while some are at work, including Public Works and Utilities, but working in shifts or alone and are practicing social distancing. She stated the City has brought some employees back to work while adhering to the Safer at Home order. Regarding essential services, she stated that they have set in place mechanisms to ensure that there is no exposure. She stated there had been one exposure early on and that that individual had self-quarantined for 14 days before returning to work. Director Gillingham informed the committee that the Library has its own emergency policy that requires them to pay their employee's at 100%. She stated that she would like to meet with the Library Board to discuss with them the possibility of changing that policy so that their policy would follow what the City decides for its other employees.

Reeves stated that the situation is a moving target and it's good that we have a plan in place until the Safer at Home order is lifted or Council decides that the employees should return to work. Boersma stated that he believed Personnel should have a plan for what the guidelines will be when the order is lifted. Swadley stated that during the meeting he had had with leadership today, they had discussed that each building should have a plan in place for when that happens. He stated he has scheduled his first building meeting for tomorrow with City Hall building staff to discuss how a return would look. He stated that they would discuss the steps they would put in place to ease back into the return and to be able to provide services while not putting anyone at risk. He stated that the most difficult building would be the Senior Center because it is such a vulnerable group. Boersma stated he would like to see all City staff working by June 1st. Director Gillingham stated that most of the staff is already working even if it is remotely.

Motion to approve Boersma, second Hundt, Approved 4-0.

7. Discussion and possible action regarding the 2021 Compensation Budget

Director Gillingham stated that she would like to know the expectations of the Personnel Committee on the 2021 budget. She stated that every year for the last few years she has worked to show a budget with right sizing included. She stated that because Director Friedl has started working on the 2021 budget, she would like to know if the committee wanted her to go ahead and do all of the calculations need in order to right size in 2021. Swadley stated that Friedl was just starting the process and would be sending something out to leadership around May 12th or 13th regarding the budget but that they would have to look at operations after the State makes its decisions on what will be available for us. Friedl stated that he was in the infant stages of looking at the 2021 budget and that it may be pre-mature to talk about this as he is just starting the process. Director Gillingham explained that she is looking for direction in regards to working on right sizing, as it is a very time consuming process.

Reeves stated she did not believe that it would be the best use of Director Gillingham's time, especially while not knowing whether right sizing is going to happen. Boersma stated right sizing should be tabled for now. Friedl asked if it would create more work if she were to hold off for this year and pick it back up for 2022. Director Gillingham stated it would not create more work if she does not do it annually. Swadley stated that at this time, we do not know what the budget will be but if, come January, we find ourselves able to right size then we should go ahead and do so.

Boersma - Motion to suspend the work on right sizing at this time, with the caveat that if we find ourselves in a position to do so then we will move forward, second Hundt, Approved 4-0

8. Discussion and possible action regarding 2020 Hiring

Director Gillingham stated that regarding the position Barb Veum had vacated in the Police Department, the title needed to be changed to Office Manager. She stated that the position description had been sent to Springsted and had been graded as such but that the title had not been changed. Director Gillingham also asked if she could move forward with the hiring of the Custodian and two Linemen. There was some discussion between Swadley, Scheel and Gillingham regarding the proper equipment for the new Custodian. Swadley stated to go ahead and order whatever equipment this person would need. Scheel stated that it does not change the position description.

Boersma - Motion to approve moving forward with hiring, second Hundt, Approved 4-0

Boersma -Motion to approve change to title of the Police Department administrative position to Office Manager, second Reeves, Approved 4-0

9. Future Agenda Items

- Parks & Recreation Structure
- Personnel Meeting scheduled for Labor Day
- Work Rules – New Format

Motion to adjourn Boersma, second Hundt, Approved 4-0. Meeting adjourned 6:37pm.