

PERSONNEL COMMITTEE MEETING MINUTES

Thursday, March 4, 2021 @ 6:00 pm

Remotely Via GoToMeeting

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

Also in attendance: Steve Zach, Karla Gander

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.
2. **Approval of the Personnel Committee meeting minutes from Monday, November 2, 2020, Monday, January 4, 2021, and Monday, February 1, 2021**
Majewski motion to approve, second Hundt, Approved 5-0.
3. **Communications/Updates**
Director Gillingham reported:
 - HR is starting recruiting & hiring for seasonal employees.
 - Still recruiting for Dispatchers
 - Interviews were held for the position in IT/Media due to the departure of Derek Westby
 - The HR Dept. has been busy working on end of the year reports.
 - Generalist Skarda and I have been meeting to go through the changes to be made in the Work Rules & Policies/Procedures Manual
 - The department has also been kept busy supplying employees with the letters they need in order to get vaccinated. Some discussion on who was eligible at this time.
4. ****Discussion and possible action (Deliberations) regarding Vacation Payout Appeal**

Motion to move into closed session Hundt, second Boersma, Approved 4-0. Reeves read State Statute 19.85(1)(c) moving the meeting to closed session at 6:06 pm.

Boersma motion to deny appeal, second Majewski, Approved 4-0.

Motion to move into open session Boersma, second Hundt, Approved 4-0. Moved into open session 6:23 pm.
5. **Work Rules Update**
Director Gillingham updated the committee on the status of the Work Rules, stating that Leadership had discussed the changes they would like to see made. The Work Rules are being worked on when HR is not working on recruiting & hiring.
6. **Future Agenda Items**
 - Parks & Recreation Structure – Director Gillingham stated she was going to discuss this item with Director Hebert and then move on from there.
 - Donation of Time Program Policy
 - Vacation Parity – Represented vs Non-represented – Director Gillingham stated that this was something she was looking at because of the difference in vacation between Dispatchers and other employees. Once she has more information she will update this.
 - Proration of Vacation based on Termination Date – Director Gillingham stated she was looking at writing a policy for this because although the City was being generous in giving employees their vacation on 1/1, some employees were taking advantage of that when they terminate employment.
7. ***Motion to adjourn Boersma, second Hundt, Approved 5-0. Meeting adjourned 7:01 pm.***