

PERSONNEL COMMITTEE MEETING MINUTES

Monday, April 1, 2019 @ 6:00 pm

Ed Malinowski Boardroom – Stoughton

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

Also in Attendance: Chief Leck

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00pm.
2. **Approval of the Minutes** of the Thursday, March 14, 2019 Personnel Committee meeting
Motion to approve Majewski, second Bartlett, Approved 5-0
3. **Communications**
Director Gillingham updated committee members on a grievance that was filed.
Director Gillingham updated on a possible workers Comp claim that CVMIC may deny.
Library Director, James Ramsey, starting his position tomorrow. Richard MacDonald is spending this week showing him the ropes.
Senior Center Volunteer Coordinator- offer extended but declined. Started a second recruitment. Reminded committee members about the loss of Bryant foundation funding to take Volunteer Program Coordinator from 19hr/week to 32hr/week. But Director McGlynn has been able to find funds for the remainder of 2019 to keep the position at 32 hours.
Update of the status of recruiting & hiring for the month of March.
Hire of three new Volunteer Fire Fighters.
Work Rules update on re-write status.
4. **Discussion and possible action regarding Workers Comp Benefit – Elimination Period**
Director Gillingham informed the committee that there was discrepancy in the way that the Utility Department handles time off due to injury before workers comp begins paying. Utilities does not pay the employee for those first three days off like all other City departments do. She also, stated that other Cities are split on whether they pay or do not. There was some discussion.
Motion Majewski to approve Utilities employees be handled the same as the City employees and be paid for the first three days, second Bartlett, Approved 5-0

Reeves asked how the workers comp cases were processed and Director Gillingham explained that Human Resources & Risk Management handles them along with CVMIC.
5. **Discussion and possible action regarding Non-DOT and DOT Drug & Alcohol Policy**
It was explained by Director Gillingham that several employees had approached her about the use of CBD oil. She stated that the City does not have a specific CBD oil policy and it is not mentioned in the Drug & Alcohol Policy as it is fairly new. There was some discussion regarding the new Non-DOT and DOT Drug & Alcohol Policy put forth by Director Gillingham. Director Gillingham asked that the committee adopt the policy which includes the use of CBD oil.
Motion by Boersma to approve, second Bartlett, Approved 5-0
6. **Review list of identified safety sensitive positions in Regards to the DOT & NON-DOT Drug & Alcohol Policy**
Director Gillingham read the definition of “safety sensitive functions”. She stated that the portion that states that “any position that is responsible for his or her own safety or the safety of others “applies to all positions within the City and as such all position should be considered safety sensitive
Motion by Reeves to consider all positions within the City safety sensitive, second Boersma, Approved 5-0

7. Discussion and possible action regarding three Public Works position descriptions

Director Gillingham informed the committee that there were not position description for these three seasonal positions and asked that the newly created position descriptions be approved by Personnel. There was some discussion.

Motion by Boersma to approve, second Bartlett, Approved 5-0

8. Discussion and possible action regarding eleven Parks & Recreation position descriptions

Director Gillingham informed the committee that there had never been position description for these seasonal positions either and asked that they be approved by Personnel. There was some discussion.

Motion by Boersma to approve, second Reeves, Approved 5-0

9. Discussion and possible action regarding two Senior Center position descriptions

Director Gillingham stated that after completing the performance evaluations, director McGlynn approached had approached her about making a few minor changes to the two Senior Center position descriptions.

Motion by Reeves to approve, second Bartlett, Approved 5-0

10. Discussion and possible action regarding Library Substitute position description

Director Gillingham stated that there were minor changes to the Library Substitute position description, one of them removing the probationary period due to the fact that the City is an at will employer and no probationary period is needed. Also, removed is the college degree which is not required for this position.

Motion by Bartlett to approve, second Majewski, Approved 5-0

11. Future Agenda Items

- Work rules status update – last meeting on 4/3/19
- Email/Electronic vs paper paystubs – will be talking to Director Friedl
- Timesheet Entry – Lisa & Pat working on this. Leck says the PD is ready to go.

Motion to adjourn Boersma, second Majewski, Approved 5-0. Meeting adjourned 6:45pm.