

PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, August 19, 2020 @ 6:00 pm

Remotely Via GoToMeeting

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

Also in attendance: Director Friedl, Director Scheel, and Director Ramsey

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.
2. **Approval of the Minutes** of the Monday, May 4, 2020 Personnel Committee meeting minutes.
Motion to approve Boersma, second Hundt, Approved 4-0
3. **Communications/Updates**
 - Director Gillingham noted that she has been busy with renewals.
 - Generalist Skarda has been working on fillable forms for employee orientation and enrollments.
 - For Human Resources & Risk Management, working remotely and are functioning at 100% in regards to duties and responsibilities.
 - Susan Eddy hired as Planning Dept. Engineering Technician position.
 - Upcoming 2nd interview -Journeyman Lineman position. Turnover in Electric division is up. Still recruiting for the position. There is a contingency plan in place if additional help is needed in the department.
 - Interviews were held for both City Custodian positions. We are waiting for the full time candidate to finish up contingencies. The part time candidate is ready to start.
 - Since Brandi Brandes resigned, her position at the Opera House has been left unfilled. We are now recruiting for a part-time LTE position to help staff the Opera House as they anticipate 2021 sales and need to be staffed and ready. There was some discussion over the need for this position. Director Gillingham asked if the Committee would like to make this an actionable item and a motion was made.
Motion to approve hiring for this position Hundt, second Majewski, Approved 3-0 with Boersma voting nay.
4. **Process for 2021 Personnel budget requests**

Director Gillingham stated that with what occurred last year during the budgeting process was not based on need and should be changed. Majewski stated he believes that requests should be looked at by Personnel and then moved forward to Council. There was some discussion regarding what the process should be. The decision was made to have each Director present to the Personnel Committee for their individual personnel requests. The Personnel Committee would then decide which positions would move forward to the committee of the whole. This process would be done in a timely manner leaving enough time for the budgeting process.
Majewski motion to approve the process for personnel hiring decisions be brought to the Personnel Committee prior to introduction to full Council, second Boersma, Approved 4-0.
5. ****Compensation 2020/2021**
Boersma – Motion to move into closed session, Majewski second, all approved 4-0. Reeves read State Statute 19.85(1)(c) moving the meeting to closed session at 6:34pm.
Boersma motion to return to open session, second Hundt, Approved 4-0 Moved to open session 6:56pm.

Director Gillingham asked where the percentage increase would come from. We are sending mixed messages to the staff. What is important to the committee of the whole?

Reeves asked if there was a recommendation from the Mayor & Director Gillingham. Director Gillingham stated they would like to see each Director present to the Personnel Committee for their individual personnel requests. The Personnel Committee would then review and decide which positions would move forward to the Mayor and Director Friedl and eventually Council.
Motion to approve Hundt, Majewski second, Approved 4-0

6. Hiring for positions during pandemic

Director Gillingham stated that she would like to know what process the committee wants her follow with regards to hiring during the pandemic. Regarding the positions that are already budgeted for but have not been filled: does the committee want to have Director Gillingham bring each individual instance to the committee or do they just want her to go ahead with hiring for positions already budgeted for? There was some discussion on this subject. It was decided that the Committee would like to have these instances brought them on an individual basis for need to fill.

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

7. Future Agenda Items

- Parks & Recreation Structure
- Work Rules – New Format

8. *Motion to adjourn Majewski, second Hundt, Approved 4-0. Meeting adjourned 7:30pm.*