

PERSONNEL COMMITTEE MEETING MINUTES

Monday, October 7, 2019 @ 6:00 pm

Ed Overland – Stoughton

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

Absent & Excused: Thomas Majewski

Also in Attendance: Director Montgomery, Director Friedl, Director Weiss, Chief Leck

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:08 pm.
2. **Approval of the Minutes** of the Monday, September 9, 2019 Personnel Committee meeting minutes.

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

Director Gillingham requested that the committee move up discussion for items 5 and 4 (in that order), then go back to communications/updates. Chair Reeves agreed and these items were moved up in the agenda.

5. Discussion and possible action regarding replacing Lieutenants position with a Sergeant (10pm-6am)

Chief Leck came to the table. Director Gillingham stated that the Lieutenants position that HR had been recruiting for did not have a good response, as she had expected. She had expressed her concerns with the Mayor and Chief Leck ahead of time. Their decision was to post as is and see what the response was. Director Gillingham stated that they had discussed elevating the position to a Captain but that would mean a loss of boots on the ground. She had received a memo from Chief Leck which she asked him to speak to the committee about. Chief Leck stated he was asking to change the Lieutenants position to a fourth Sergeant position. This would provide better supervisory coverage. With only three Sergeants trying to cover, it has left gaps in coverage, especially during the late shift. The fourth Sergeant would cover the 10pm to 6am shift. This would likely increase the current workload of the Chief and Lieutenant slightly. Leck stated there would be a cost savings of \$9000 or greater. He stated it was their hope to use this savings toward the increase in the CSO hours for 2020. Reeves stated it seems logical. Leck stated the staff was overwhelmingly in favor of this structure change. Director Gillingham stated that, per her discussions with Chief Leck, each shift would then have its own supervisor. She also stated that if filled internally it would create a vacancy for a patrol officer. Chief Leck stated that with this structure each Sergeant would have 3-4 employees they would be responsible for with regards to mentoring and discipline. He also stated that there would be no need to backfill the Lieutenants position.

Motion to approve adding a fourth Sergeants position and eliminate the second Lieutenants position Boersma, second Bartlett, Approved 4-0.

4. **Discussion and possible action regarding Utilities Compensation for 2020

Director Gillingham requested Director Weiss speak on this item. Director Weiss stated that the Utilities Department needed to right size their employees pay rates at this time due to PSC regulation related to reallocation. Director Gillingham explained that the right sizing is based on

the Council approved Springsted model plus 4% which brings the scale to market, which was approved by Mayor Swadley. The employees were placed on the 2018 Council approved scale using the Council approved methodology.

****Chair Reeves read the State Statute to move the meeting into closed session.**

Motion to move to closed session Reeves, second Bartlett, Approved 4-0

Regarding closed session item #5:

Motion by Bartlett to implement right sizing of the Utilities Department, second Boersma, Approved 4-0

3. Communications/Updates

Director Gillingham updated the committee on:

- Management Report
- Employee coaching, warning, last chance agreement
- Preparation for budget – Discussion at Leadership on whether to prioritize key employees, what is more important: additional staff or underpaid employees
- Director Gillingham stated that there are three Directors that have not been right sized based on the criteria set forth by Mayor Swadley, employees identified as at risk or critical. There is one supervisor that was identified as being underpaid by \$11,000. Mayor Swadley stated that the individual could go anywhere. He also stated that the individual could be hired as a Director in some communities. Mayor Swadley stated that the growth here will not sustain and that we don't want to get overextended. If positions were added, those would be the first to be cut should the need arise. Swadley asked what the bottom line was to right size those employees. Director Gillingham stated that the cost would be \$57,000. She stated that the Police Dept. is requesting the Civilian Service Officer position be changed to full time at a pay rate of \$20.00 per hour. The position was requested in 2018 with the intent being the position would be part-time at \$20.00 per hour with no benefits. Director Gillingham stated that the reason the Personnel Committee had approved \$20.00 per hour for the CSO position is because there would be no benefits. Director Gillingham stated that the employees have commented that why, in these times of hardship, are we approving the purchase of a motorcycle that will only be used for crowd control a few times a year? Swadley stated that it comes from CIP not operations. She stated that from the employees' perspective the CIP can spend money on wants not needs while City employees are still not being rightsized. Discussion regarding sinking fund and mention of spending constraints for government staff. Swadley stated he had expressed concern regarding the motorcycle and the command car which had only 32,000 miles on it. He stated the CACP committee was looking at being more "green".
- Director Gillingham noted that HR has been very busy with recruiting & hiring.

6. Future Agenda Items

Director Gillingham stated that she has been unable to work on this item while budget and benefit renewal is going on. She stated she would look at the structure of Parks & Recreation once the 2020 budget is done.

Motion to adjourn Bartlett, second Reeves, Approved 4-0. Meeting adjourned 7pm.