

PERSONNEL COMMITTEE MEETING MINUTES

Monday, May 3, 2021 @ 6:00 pm

Remotely Via GoToMeeting

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

Also in attendance: Director Friedl, Chief Leck, and Pat Frisch

Director Gillingham asked the group to recognize the passing of a long time employee, Brian Scheel. She stated that grief counseling was being provided to the Utilities Dept. staff as well as all other employees.

1. **CALL TO ORDER:** Director Gillingham called the meeting to order at 6:00 pm.
2. **Election of Chair – Director Gillingham asked for nominations**
Majewski nominated Lisa Reeves. Director Gillingham asked if there were any other nominations three times.
Majewski motion to approve, second Hundt, Approved 5-0.
3. **Election of Vice-Chair –Chair Reeves asked for nominations**
Chair Reeves asked for nominations for Vice-Chair. Majewski nominated Hundt. Chair Reeves asked if there were any other nominations three times.
Majewski motion to approve, second Reeves, Approved 5-0.
4. **Approval of the minutes from March 1, 2021, March 4, 2021, and April 5, 2021**
Majewski motion to approve, second Hundt, Approved 5-0.
5. **Communications/Updates**
Director Gillingham reported:
 - With the passing of a current employee, Director Gillingham stated she met with his family to review benefits and next steps.
 - HR is extremely busy recruiting & hiring at this time. Recruiting and hiring for regular positions as well as many seasonals. She stated that HR is working on full time & part time positions at the Senior Center, Library, Utilities and PD Dispatch.
 - Director Gillingham updated the committee as to the status of the Work Rules & Policies Manual stating that Generalist Skarda had been working on them to include changes requested by Leadership.
 - Director Gillingham stated that the department has had to prioritize as new tasks are brought forth.Mayor Swadley updated the committee as to City reopening plan. He stated that several departments were already open and that others were opening slowly and some were still working on their plan. He further stated that the public is ready for the City buildings to open and to start doing business as usual. He stated that most are still wearing masks and social distancing.

6. Update regarding Work Rules and Policy/Procedure & Forms Manual

Director Gillingham stated she hoped to have the revised copies to Leadership this week. She stated that HR & Rm cannot hand off any of their duties and that the department is doing the best they can while trying to prioritize what is most important right now. Will bring back next month.

7. Update regarding Sick Time Donation Program

Director Gillingham stated she had sent an email to Jamin regarding the financial implications of the program and he stated he had some concerns. Director Gillingham stated she would need to speak with the Finance Director regarding those concerns before moving forward.

**8. Discussion and possible action regarding Updated Human Resources & Risk Management
Director Position Description – Update regarding final hiring authority being the Mayor**

Gillingham stated that she had updated her position description as well as the hiring policy to reflect the changes discussed at the last meeting regarding the final hiring decision. She stated that the Mayor had spoken to Matt Dregne and the policy was okay with regards to ordinances and state statutes and in his opinion is that the change can be approved by committee and council. The Police Dept. is different in regards to sworn officers, but not other non-sworn employees. Chief Leck stated that he had asked surrounding communities what their policy was and not one said that the final decision was made by anyone other than the Department Head. He further stated it was his opinion that employees can't be hired by people who are not going to be their supervisor. Once the decision is made to hire, that person becomes that department's employee. He stated also that Matt Dregne is not a labor attorney. Director Gillingham stated that Dregne has attorneys within his group who are labor lawyers. She further stated that non-sworn employees are not covered under the policy. Majewski stated that he has an issue with a Department Head showing bias when hiring. He further stated that in his opinion supervision starts after the employee is hired, not before. Reeves stated that we were looking at the Mayor as more of a mediator, but as there appears to be an issue with this. She further stated that HR promotes policies and expectations for employees and if the individual was not the choice of HR because of lack of experience or education then it's possible the employee will not meet expectations. Hundt stated that it was his opinion that the HR Director needs clarification of her position description in order to carry out her duties. He further stated that her opinion should trump the department directors. He suggested adding the language that would separate the sworn officers from that policy. Reeves asked if the committee should postpone making a decision on this until more information was gathered.

Mayor Swadley was directed to contact the City's labor attorney.

Hundt motion to table item until more information is gathered from the City's labor lawyer and the PFC, second Schumacher, Approved 5-0.

9. Discussion and possible action regarding Hiring Policy

Director Gillingham stated that since this falls under the same policy as #8, this should be put on hold as well. Reeves stated it will be tabled until further information is gathered.

10. Update regarding Parks & recreation Structure – Closed per Director Hebert

Director Gillingham stated that she had been working with Director Hebert and Mayor Swadley on this and that they have concluded that this has been settled and that Pat Groom and Dan Glynn's positions descriptions are both clearly defined. Majewski stated that in his opinion the Parks Director doesn't run the Parks. That is done by the Public Works Dept. He stated that the Rec department should be combined under one Director and that there would be a cost savings to that. Hundt stated that he didn't have all the information in order

to understand what Majewski was stating as it had been discussed before his time. Hundt then stated that the committee should look at the setup of the departments after getting more information. Reeves stated that she would like to do that as well. Director Gillingham was tasked with sending the information to the committee.

Schumacher stated that he had spent this meeting absorbing how this committee worked and that he would be more involved as he became more familiar. Reeves stated that they would like to recognize Sid Boersma for being a phenomenal member his long standing membership to this committee.

11. Future Agenda Items

- Leadership Backup Plan
- Work Rules and Policy/Procedure & Forms Manual Review
- Parks & Recreation Structure

Motion to adjourn Schumacher, second Hundt, Approved 5-0. Meeting adjourned 6:47 pm.