

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, May 7, 2018 6:00pm

Mayor's Office

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

**Also in Attendance:** Jamin Friedl, Director Kardasz, Holly Licht, and Martin Seffens

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6pm
2. **Approval of the March 5, 2018 and April 23, 2018 Personnel Committee meeting minutes**  
***Motion to nominate: Bartlett, second by Boersma, Approved 5-0***

### 3. **Communications**

Director Gillingham gave an update on:

- The Adhoc committee for Performance Appraisals stating the committee was making good progress in finalizing the form to be used and that future meetings would determine a process and timeline for rollout.
- The compensation study in regards to right sizing, the possibility of scaling back the steps in order to get the employees to where they belong.
- The Finance Director position in that Baker Tilly had a possible candidate for the interim.
- The promotion of Police Officer Nathan Hartwig to Lieutenant with the departure of Lt. Dan Jenks.

### 4. **Discussion and possible action regarding Utilities Water System Supervisor position description and to fill the vacant position**

Director Gillingham stated that Director Kardasz had presented the position the position description to the Utilities Committee where it had been approved. She then stated that there had been very minor changes made to the description and that it is a grade level 17. Director Kardasz stated the funds are available, that the position had been sitting in the budget for multiple years waiting for the current need. Director Gillingham asked that the committee approve the position description changes and approval to fill the vacancy with an internal hire and backfill.

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

### 5. **Discussion and possible action regarding Utilities Electric System Supervisor position description and to fill the vacant position**

Director Gillingham stated that when John McLain left the Supervisor position it had not been filed and the funds for the position were available. She stated that the only change to the position description was that it had been changed to grade level 18. Director Gillingham asked that the committee approve the position description changes and approval to fill the vacancy with an internal hire and backfill.

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

### 6. **\*\*Discussion and possible action regarding pay structure options for City Clerk position**

Director Gillingham asked that the item be moved into closed session as the discussion would be regarding a specific employee and their compensation.

**Chair Reeves moved the item into closed session.** All non-committee members left the room.

***Motion to approve: Boersma, second by Majewski, Approved 5-0***

**7. Discussion and possible action regarding Performance Appraisal forms for Non-exempt Employees** This was moved to communications as there were no actions to be taken.

**8. Discussion and possible action regarding request to engage Baker Tilly to cover interim between Director LaBorde and hire of new Finance Director (Same arrangement as January 2017)**

Director Gillingham stated that they were trying to hire an interim Finance Director until a permanent Director was hired. She stated it would be the same sort of arrangement they'd had in the beginning of 2017 before Director LaBorde had been hired. Director Gillingham stated that she and Mayor Swadley had spoken to Jamin Friedl, Finance Manager at Stoughton Utilities and that he had agreed to help as much as possible during the budget period. There was some discussion on the current City budget process. Friedl suggested getting advice from Baker Tilly on what other municipalities are doing and maybe some help with a more streamlined process. Friedl stated the City runs on a budget that is down to the penny. Chair Reeves asked if this need approval. Director Gillingham stated that it would need the approval of the Mayor and Finance Committee as well. Friedl stated that during the audit they'd been told the City has too much in reserves. Friedl suggested getting more information regarding the reserves and if some of that can be used. Bartlett asked if the amount of money required for the Interim Director would exceed \$20,000. She stated she absolutely thought so and if it were to come to that it would be brought back before the committee. There was discussion regarding the ongoing recruitment for a permanent Finance Director. Director Gillingham stated she would set up a meeting with Friedl, Karla and Vasvi and would keep the committee updated on this item as more information became available.

**9. Discussion and possible action regarding Payroll Structure, Software, and BS&A employee self-service**

Director Gillingham stated that there was no update to payroll structure at this time. Director Gillingham stated she has spoken to the Payroll Company in Middleton and it was a little more on the liability side rather than money savings. Director Gillingham stated that BS&A employee self-service was more what she wanted to update the committee on. She stated she and Director Montgomery had watched a demo with BS&A on their self-service. It allows the employee to go on line and do updates to their account. They would go into a queue and we would approve them. Then they would be able to go on a secure site and select their benefits for benefit renewal. We would then receive that as a file feed. We still have to find out if our carriers accept information for enrollment or not. They can access their payroll information get their paystubs and W2's though this as well. It would reduce the amount of the volume of the manual things that we and Shannon Gunsolus have to respond to. We would not have to generate or mail those items any longer. The initial cost was \$3000 with an approximate annual cost of \$2100 thereafter. When we look at the cost of printing, stuffing envelopes and mailing the paystubs I believe there could be a savings there. This would not help Utilities as they are on their own system but it would benefit the City. Director Gillingham stated she would come back when she had more concrete costs & information.

Chair Reeves asked about future agenda items. Director Gillingham stated she was not ready to talk about these items as yet but that the General Employee Sick Time in regards to Retirement was something she was concerned about as the issue had popped up a few times and need to be addressed.

***Motion to adjourn: Boersma, second by Bartlett, Approved 5-0 Meeting adjourned 6:55pm.***