

PERSONNEL COMMITTEE MEETING MINUTES

Monday, July 1, 2019 @ 6:00 pm

Hall of Fame Room– 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 Monday, June 3, 2019 Personnel Committee meeting
Motion to approve Boersma, second Bartlett, Approved 4-0
3. **Communications**
Director Gillingham updated the committee on:
 - Grievance status
 - Lawsuit update
 - Performance review
 - Upcoming Management Training
 - Terminations (three have left, one upcoming) update
 - Succession planning update
 - Lunches for Vikings re: vetting of volunteers & MOU
 - Importance of drug testing LTE's: positive test and reasonable suspicion training
 - Department meetings with HR regarding budget.
 - Fireworks regarding release of liability clause and issues with the fair board getting contract signed
 - 2020 Budget prep health & dental
 - Work Rules and new policy/procedure manual
4. **Discussion and possible action regarding Employee Response Requirements Policy update**
Director Gillingham noted the minor changes to the policy.
Motion by Boersma, second Bartlett, Approved 5-0
5. **Discussion and possible action regarding Promotion Policy update**
Director Gillingham noted the minor changes to the policy.
Motion by Boersma, second Bartlett, Approved 5-0
6. **Discussion and possible action regarding Accrued Sick Leave Credit for Retiring Employees Policy update**
Director Gillingham noted the reason for change to stop 45 day (for those hired before 2005) payout of accrued sick time and instead have all sick time payed into health savings at retirement. There was some discussion as to why it had been paid out in the past.
Motion by Boersma, second Bartlett, Approved 5-0
7. **Discussion and possible action regarding Reference & Background Check Policy update**
Director Gillingham noted that this policy is already in place and that there had been a few minor changes made. Discussion regarding what positions were currently being screened before hire.
Motion by Boersma, second Bartlett, Approved 5-0

8. Discussion and possible action regarding Employment of Relatives Policy update

Director Gillingham noted that it is sometimes impossible to tell if someone lives in the same house is related or not and this question should not be asked when interviewing. Discussion and decision that Director Gillingham should ask the employment lawyer to have a look at it.

Motion by Boersma (if lawyer approves), second Bartlett, Approved 5-0

9. Discussion and possible action regarding Hiring Policy – Full & Part-Time Positions update

Director Gillingham noted she had added language regarding the Library and PFC. Reeves stated that she thought that under “Creating a New Non-Leadership Position with a New Position Description” number III. It should say that the position should be brought to the Finance Department after Personnel approves it.

Motion by Boersma to approve once changes are made to include Reeves suggestion, second Bartlett, Approved 5-0

10. Discussion and possible action regarding Hiring Policy – Leadership update

Director Gillingham noted the minor changes to this policy.

Motion by Bartlett, second Boersma, Approved 5-0

11. Discussion and possible action regarding adding verbiage regarding last day worked to Termination Policy

Director Gillingham noted that this has happened and it has happened recently. She stated a person will request vacation and then give notice which includes what would be their last day. There was some discussion regarding how employees will know about the changes that are being made. Director Gillingham stated that every employee will receive a copy of the new Work Rules and Policy Manual and will need to sign the form stating they have read and understand the rules.

Motion by Boersma, second Majewski, Approved 5-0

12. Discussion and possible action regarding Vacation Termination Policy update

Director Gillingham noted that this payout had been handled by no less than 6 different people. She stated that there is a schedule that is used to determine how this is calculated. Everyone is given their vacation on January 1, as of the BS&A implementation. Because vacation is all granted on 1/1, the vacation should be pro-rated accordingly.

Motion by Boersma with the addition of the policy to the Work Rules, second Majewski, Approved 5-0

13. Discussion regarding Parks & Recreation Department structure

Director Gillingham apologized stating she had not had sufficient time to work on this. The committee agreed that there had been a lot going on within the Human Resources & Risk Management Department and it was understandable. Director Gillingham confirmed she would add the Parks and Recreation Department structure to her August agenda.

14. Future Agenda Items

- Parks & Recreation Department structure
- Email/Electronic vs paper paystubs
- Timesheet Entry

Motion to adjourn Boersma, second Bartlett, Approved 5-0. Meeting adjourned 7:25pm.