

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, August 5, 2019 @ 6:00 pm

Ed Overland – Stoughton

**Present:** Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Thomas Majewski, Sid Boersma, and Director Gillingham

**Absent & Excused:** Mayor Swadley

**Also in Attendance:** Planning Director Rodney Scheel

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00pm.
2. **Approval of the Minutes** of the Monday, July 1, 2019 Personnel Committee meeting  
**Motion to approve Boersma, second Bartlett, Approved 4-0**
3. **Communications**  
Director Gillingham updated the committee on:
  - Recruitment has been busy
  - Recruitment and offer of position of new Opera House - House Manager to a candidate from California who has a strong finance background.
  - Recruitment & hiring of Tony King for the Recreation Supervisor position. He was previously at City of Fitchburg.
  - Fire prevention week is coming up. Director Gillingham had a meeting with Chief Wegner who stated that they were looking at doing some recruiting for volunteer firefighters at that time.
  - Received 62 applications through Neogov and 12 via other means.
  - Update on Leadership training.
  - Risk Management – Fireworks went off without issue.
  - Department meetings with HR regarding budget. Director Gillingham working on budgets for 2020.
  - Work Rules and new policy/procedure manual update.
4. **Discussion and possible action regarding updated wording on policy for Accrued Sick Leave Credit for Retiring Employees Policy**  
Director Gillingham noted the changes to the policy which updated the policy so that the funds would ALL be deposited into the employees' Health Retirement account.  
**Motion by Majewski, second Boersma, Approved 4-0**
5. **Discussion and possible action regarding attorney feedback re: Nepotism Policy**  
Director Gillingham noted the minor changes made by Steven Zach to the policy. She also noted the policy had been put into the new format.  
**Motion by Majewski, second Boersma, Approved 4-0**

**Chair Reeves read the State Statute to move the meeting into closed session at 6:22pm.**

6. **Discussion and possible action regarding compensation by position review 2020**
7. **Discussion and possible action regarding compensation, position change Finance**

**Motion to move into open session at 7:16pm by Majewski, second Bartlett, Approved 4-0**

**Regarding closed session items #6 and #7:**

Director Gillingham was instructed to have Director Friedl and Mayor Swadley attend the next Personnel meeting to discuss options regarding 2020 compensation.

Item 7 was approved but not to go into effect until 1/1/2020.

**Motion by Majewski, second Boersma, Approved 4-0**

**8. Discussion and possible action regarding clarification request from Director Gillingham re: what personnel Committee wants Re: Parks & Recreation & Mayoral approval to move forward with request**

Director Gillingham noted that at the June 3<sup>rd</sup> committee meeting, the Personnel Committee had asked her to take a look at the structure of the Parks & Recreation Department. She also noted that the Mayor had told her that no action should be taken regarding the structure. Director Gillingham asked the Committee for clarification as to whether she should indeed look at the structure of the department on other cities to see if there is a better system of structure. There was some discussion and it was decided that Director Gillingham, Chair Reeves, and committee member Tom Majewski should meet with the Mayor to discuss the issue. Director Gillingham was instructed by Majewski to go ahead with looking into the structure that other Cities use.

**Motion by Majewski, second Bartlett, Approved 4-0**

**9. Discussion and possible action regarding 2020 Benefits enrollment proposal**

Director Gillingham stated that she and IT Director John Montgomery were working on setting up an online version of employee benefits renewal. She stated the Director Montgomery had taken last year's version of the benefits form and changed it to a fillable form version which he is able to send out to employees. She stated that she has looked into hooking up to carrier feeds and noted that at this time the City is too small and the cost too high. She stated we may not be able to accomplish this for 2020 but we are looking at the possibility of carrier feeds by 2021.

**Motion by Boersma to move forward with development of the procedure, second Bartlett, Approved 4-0**

**10. Future Agenda Items**

Director Gillingham stated that Accrued Sick leave had been removed since it was on this agenda. She stated that the second item – Work Rules would be on next month's agenda and her thought was that the last two: Email/Electronic vs paper paystubs and Timesheet Entry should be passed along to Finance because they are in charge of payroll. She asked that the Personnel Committee speak to Director Friedl about these two items when he attends the next Personnel meeting.

**Motion to adjourn Boersma, second Bartlett, Approved 4-0. Meeting adjourned 7:20pm.**