

PERSONNEL COMMITTEE MEETING MINUTES

Monday, November 4, 2019 @ 6:00 pm

Ed Overland – Stoughton

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

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.
2. **Approval of the Minutes** of the Monday, October 7, 2019 Personnel Committee meeting minutes.

Motion to approve Boersma, second Bartlett, Approved 5-0

3. Director Gillingham reported:
 - Recruiting 11 positions and 4 hired.
 - Hiring the police sergeant internally.
 - Police officer positions posted.
 - Working with the Library Director regarding Tech Services position hiring 40 hours.
 - Looking at possible efficiency gains at the Library with Director Ramsey.
 - Benefit Guide and policies sent to the attorney for review.
4. ****Discussion and possible action regarding staffing requests and compensation**

Director Gillingham stated she is going review the compensation plan with each member of Leadership and explain how the grading takes place and how employees are placed on a step. She stated she would like to meet with each member of Leadership individually so they can review their staff and ask questions. Chair Reeves said that was a great idea. Mayor Swadley stated that Director Gillingham and Director Hebert went through this with him 3 weeks ago and he still didn't understand the process.

Mayor Swadley stated there has been progress since last year in regards to right sizing. He said that some of the employees hired have been rightsized. The committee also talked about what happens if an employee meets max and discussed ideas such as a lump sum payout. The Committee will look at a policy change.

Reeves supported Director Gillingham's idea to meet with each member of Leadership and asked that she move forward with that.

Boersma stated he was concerned about the Utilities Staff being right sized and the rest of the City not being right sized. The committee discussed the different funding sources and positions. The Police Union also is receiving 3%, not the recommended non-union 2%.

6. **Future Agenda Items**

- Parks & Recreation Structure

Motion to adjourn Bartlett, second Boersma, Approved 5-0. Meeting adjourned 6:43pm.