

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, September 9, 2019 @ 5:00 pm

Ed Overland – Stoughton

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

**Absent & Excused:** Sid Boersma

**Also in Attendance:** Director Montgomery, Director Friedl, Director Scheel

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 5:01pm.
2. **Approval of the Minutes** of the Monday, August 5, 2019 Personnel Committee meeting  
**Motion to approve Bartlett, second Majewski, Approved 4-0**
3. **Communications/Updates**  
Director Gillingham updated the committee on:
  - Working with Cottingham & Butler on benefits renewal for 2010. Looking for a cost effective change for our flexible spending after having some difficulties with the current company, EBC. The other options were BCC & Discovery. After review it makes the most financial sense to stay with EBC. Looked at cost comparison with Dean and used that information to bargain with Quartz who came back with a flat renewal for 2020 and a not to exceed renewal of 6% for 2021 and 7% for 2022 which saves the City \$124,000 a month. The goal is to take this to Finance & Council on September 24<sup>th</sup> for open enrollment in October/November.
  - Still working on renewal with Delta Dental but are waiting on the cost. Looking into going with Delta Premiere instead of Delta standard if we can keep the cost close to the same or 5% for part-time employees only.
4. **Discussion and possible action regarding Work Rules update**  
Director Gillingham stated that the Work Rules team had finished going through the policies last week and that Generalist Skarda was working on updates to those. Once finished, the Policy Manual & Work Rules will be sent to the City's employment lawyer who will review them. Once he is done, the finished versions will go to Leadership, Personnel, and then Council for approval.
5. **Discussion and possible action regarding 2020 budget and compensation**  
Mayor Swadley stated that regarding staff right sizing that they were waiting on information from state regarding new construction increase (100,000-120,000) and stated that with the insurance rate reduction there could be a 2% base budget increase. He stated they should know more in the next week or so regarding Finance budget/comp & benefits.  
  
**\*\*Chair Reeves read the State Statute to move the meeting into closed session at 5:09pm.  
Motion to move to closed session Reeves, second Bartlett, Approved 4-0**
6. **\*\*Discussion and possible action regarding Request for Reconsideration – IT/Media Services Information Technology Director**

**7. \*\*Discussion and possible action regarding Request for Reconsideration -Deputy Treasurer**

***Motion to move into open session at 5:40pm by Reeves, second Bartlett, Approved 4-0***

***Regarding closed session item #6:***

***Motion by Bartlett to approve the change of grade from 14 to 17 and the wage to max for the grade level at \$48 after approval by Finance and Council, second Majewski, Approved 4-0***

***Regarding closed session item #7:***

***Motion by Bartlett to approve the change of grade from 9 to 10 and the wage including 4% scale to \$30.50 after approval by Finance and Council, second Majewski, Approved 4-0***

**8. Future Agenda Items**

Director Gillingham stated that she has been unable to work on this item while budget and benefit renewal is going on. She stated she would look at the structure of Parks & Recreation once the 2020 budget is done.

***Motion to adjourn Majewski, second Bartlett, Approved 4-0. Meeting adjourned 5:55pm.***