

PERSONNEL COMMITTEE MEETING MINUTES

Monday, December 2, 2019 @ 6:00 pm

Ed Overland – Stoughton

Present: Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Sid Boersma, Thomas Majewski, 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, November 4, 2019 Personnel Committee meeting minutes.

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

3. Director Gillingham reported:

Recruiting & Hiring

- Filled Tech Services Supervisor position with current employee Sarah Bukrey. Circulation Supervisor position is now open due to the transfer.
- Received eight internal applications for the Police Sergeant position. Expect panel to interview next week. Approved by the PFC, it will be Director Gillingham, Chief Leck and subject matter experts from area departments.
- The open officer position is due to the Sergeant internal promotion. Sixteen applicants have been selected to interview for the officer position. The testing was scheduled for last Saturday and ten applicants tested. There is scheduled make-up for this coming Saturday at the Police Department.
- Email update was sent to you regarding the Fire Chief position.
- There has been an offer extended for Children's Intern position at the Library and there is a second interview scheduled this week for the Teen Intern position.
- Generalist Skarda is off with her return date undetermined at this time

Upcoming

- Data entry into BS&A for all employees' benefits elected and pay increases and entry into each carrier for 2020 enrollment.
- Preparation of summary letters for each employee with benefit elections & pay increase.

4. **Discussion and possible action regarding the hiring process council approved 7/9/2019 Section II, Item III**

Director Gillingham read the section of the policy in question. The committee decided to remove the words "with a new position description" due to redundancy. The Committee recommended adding the Mayor to work with the Dept. Director & Human Resources Director on writing the position description. In the second paragraph, the Committee recommended that "If denied by the Personnel or Finance Committees" that the position be sent back to the Mayor for review & possible presentation to Council.

Motion to approve with the requested changes made, Boersma, second Bartlett, Approved 5-0.

5. ****Discussion and possible action regarding the process for requests for additional staff from department directors for the 2020 budget**

Director Gillingham stated that Council has denied requests for extra hours or more employees and has stated there is not enough money in the budget to right size employees. This year the budget is complete and passed so there will no further discussion regarding requests. If an employee leaves mid-way through the year there is extra money from that position being open

that can be used to hire in at a “right sized” wage. The Committee stated they would like all right sizing to come through Personnel but not regarding hours or extra employees. The Committee recommended that HR draft a policy that states that if an employee leaves only money allocated to that department be used to hire in and those funds only be used within that department.

Motion to draft policy Boersma, second Majewski, Approved 5-0

6. Future Agenda Items

- Parks & Recreation Structure
- Max on the pay scale – lump sum vs. hourly
- Rightsizing

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