

PERSONNEL COMMITTEE MEETING MINUTES

Monday, February 3, 2020 @ 6:00 pm

Ed Overland – 381 E Main St, Stoughton. WI 53589

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

Absent and excused: Thomas Majewski

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.
2. **Approval of the Minutes** of the Monday, December 2, 2019 Personnel Committee meeting minutes.
Motion to approve Boersma, second Bartlett, Approved 4-0

3. **Communications/Updates**

Director Gillingham reported:

Recruiting & Hiring

- All new positions open:
 - 1) Library Circulation Supervisor replacement for Sarah Bukrey.
 - 2) Promotion of one of our existing Police Officers to Sergeant and the recruiting and hiring of a Police Officer to fill the vacancy that the promotion creates.
 - 3) Fire Chief
 - 4) Public Works Machine Operator
 - 5) Recruiting and hiring seasonals for the Recreation Department for Troll Beach and other Spring and Summer programs is now underway
- Data entry for payroll into BS&A and employee verification
- Possible third party data entry – BS&A Self service
- Payout for comp time
- True up for vacation time
- Developed Fire Chief hiring process
- Ran nationwide search for applicants for Fire Chief
- Expert panel – Marty and Jon Lewis helped with choosing
- Vetted applicants – PFC pared down to top 5

Upcoming

- OSHA reports
- Meeting with Utilities staff regarding focusing on safety. An employee recently received a concussion from hitting head with a branch.
- Meeting with our attorney this week to discuss the revised Work Rules

4. **Discussion and possible action regarding Planning Department Custodian position description**

The committee reviewed the position description and discussed the differences in the duties as compared with the existing custodian working in the Library. Director Gillingham noted that the position description had been sent to Springsted to verify any change to the grade level.

Motion to approve Boersma, second Bartlett, Approved 4-0.

5. **Discussion and possible action regarding the Planning Department Engineer position description**

The committee reviewed the position description and discussed. Director Gillingham stated that this position description had been sent to Springsted for grading and once graded correctly would then be sent to Council for approval because it is a new position.

Motion to approve with requested correction Boersma, second Bartlett, Approved 4-0

6. Discussion and possible action regarding the updated Police Department position description Administrative Assistant to Office Manager

Director Gillingham stated that due to the upcoming retirement of Barb Veum we would need to start recruiting for the PD Office Manager position. She noted that some wordsmithing had been done to the existing position description to match the duties already being done. She also noted that the title of the position was being officially changed with this updated position description. Director Gillingham stated that the position description had been sent to Springsted for grading and that if the grade is changed by them it would have to go to Finance for approval.

Motion to approve with requested correction Boersma, second Bartlett, Approved 4-0

7. Discussion and possible action regarding the schedule of the September Personnel Meeting which falls on Labor Day

To be determined. The committee decided to leave this on hold.

8. Discussion and possible action regarding the Fire Chief compensation**

Motion to move into closed session Boersma, second Bartlett, Approved 4-0. Reeves read State Statute 19.85(1)(c) moving the meeting to closed session at 6:20 pm.

Motion to move into open session Boersma, second Bartlett, Approved 4-0. Moved into open session 6:37 pm.

9. Future Agenda Items

- Parks & Recreation Structure

Motion to adjourn Bartlett, second Boersma, Approved 4-0. Meeting adjourned 6:55pm.