

PERSONNEL COMMITTEE MEETING MINUTES

Monday, June 7, 2021 @ 6:00 pm

Remotely Via GoToMeeting

Present: Lisa Reeves (Chair), Fred Hundt (Vice-Chair), Thomas Majewski, Brett Schumacher, Mayor Swadley and Director Gillingham

Also in attendance: Director Friedl

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.

2. **Approval of the minutes from May 3, 2021**

Schumacher asked that his name be corrected.

Majewski motion to approve once that correction is made, second Hundt, Approved 5-0.

3. **Communications/Updates**

Director Gillingham reported:

- HR is busy recruiting & hiring. 27 people were hired in the month. She stated that of those hired: 3 were in Public Works, 5 in Dispatch, 1 at the Library, 1 at the Senior Center, 2 EMS Volunteers EMT's as well as 15 Rec seasonals. There was some discussion regarding the positions that were hired for. Currently recruiting for the City Clerk, and will be for the Youth Services Librarian.
- Director Gillingham discussed an updated medical leave process she developed for EMS, the revamped background check form for volunteers, as well as an agreement document to be used for employees that may be working a hybrid (in office & at home) work schedule.
- Director Gillingham updated the committee as to the status of the Work Rules & Policies Manual stating that Generalist Skarda has been updating the edits identified by the committee and leadership.

There was some discussion on in person meetings and when they might begin again. There was further discussion re: the July Personnel meeting which needs to be rescheduled as City offices are closed that day.

4. **Update regarding Employee Assistance Program**

Director Gillingham reported on the use of the benefit. She stated that 4% of our employees are using the benefit which is good as it falls in the 3-5% range. She stated all employees are given the EAP information when they start and she sends out information frequently via e-mail. The cost is \$395 per quarter. Director Gillingham asked if the committee was on board with continuing with this benefit. There was some discussion regarding the type of assistance the EAP provides after which Reeves stated that the consensus of the committee is to continue offering the benefit.

5. **Update regarding Work Rules – Initial Committee Review per Mayor**

Director Gillingham updated the committee on the status and talked about the challenge of the document going back and forth between leadership and the committee and not moving forward. There was some discussion regarding when the Work Rules & Policy manuals would be able to be brought back to Personnel. Reeves set the July Personnel meeting as the due date. Schumacher stated that the HR department had done an excellent job with the Work Rules and Policies. He stated that the current version looked like something that had been copied and pasted from several different places and was not cohesive. He offered his assistance with anything that HR may need help with regarding these manuals.

Majewski motion to have the Subject Matter Team complete the Work Rules & Policies Manual by the July Personnel Meeting date. If it is not, it will be taken over by HR and Personnel, Hundt 2nd, All in Favor

6. Discussion and possible action regarding Final Hiring Authority

Gillingham stated that at the last meeting Mayor Swadley had been tasked with speaking to a labor attorney and Leck had been given time to contact the union lawyer as well. Mayor Swadley stated he had left a message but had not spoken to the attorney. Director Gillingham stated that she is just looking for clarification in regards to her role in regards to hiring. She made it very clear that she is not asking for anything other than if she should be acting as an advisory or if there is a disagreement in regards to hiring, what she should do. In her job description the hiring role is not clear. Unlike the discipline process that clearly spells out her role, hiring is unclear. Gillingham was concerned that this topic has grown way beyond the scope of what she had asked and is causing issues with Chief Leck as he was very vocal about this topic at the prior meeting. Director Gillingham stated she simply wants to know her role and what is expected of her.

Majewski stated he thought that this had been decided at a prior meeting and he was sorry if some of the leadership did not agree with the decision that was made. In regards to hiring, Hundt stated he was happy with the mediation process that was previously decided on where if the Director of the Department and/or Chief and HR are not in agreement then the Mayor gets involved to review the information and make a decision. Reeves stated that this not a legal issue and that the committee needs to do what is best for the City of Stoughton. She further stated that they had decided at the last meeting that if there is a disagreement on hiring between HR and the hiring director then the Mayor should be the one to make that call. Schumacher stated that as this has no legal bearing he is making a motion that they follow the process as discussed at the last meeting which is the Mayor making the final decision if there is a difference in opinion between the hiring Department Head and HR.

Schumacher motion to have Mayor Swadley be the final decision maker on hiring if there is a disagreement between HR and the hiring director, second Hundt, Approved 5-0.

7. Discussion and possible action regarding Employee Recognition

Director Gillingham stated that Director Hebert had thought to show recognition to the Public Works Dept. employees for the years of service they've given to the City. To that end he had purchased some plaques. Director Gillingham stated she had asked Director Hebert to hold off until she discussed this with the committee. She explained that she believed it was a good idea, but that she thought it should be City wide, not just the Public Works Dept. There was some discussion regarding the building of morale and cost of the plaques, etc. Final decision was to move forward with the plaques as recommended.

Motion to move forward Majewski, second Schumacher, Approved 5-0.

8. Future Agenda Items

- Work Rules and Policy/Procedure & Forms Manual Review
- Leadership Backup Plan Outline
- HR/RM Position Description – Hiring Authority
- Hiring Policy – Final Hiring Authority

Motion to adjourn Hundt, second Schumacher, Approved 5-0. Meeting adjourned 7:15 pm.