

PERSONNEL COMMITTEE MEETING MINUTES

Monday, June 4th, 2018 6:00pm

Mayor's Office

Present: Matt Bartlett (Vice-Chair), Sid Boersma, Thomas Majewski, Mayor Swadley (ex-officio member) and Director Gillingham

Not in Attendance: Lisa Reeves (Chair)

Also in Attendance: Jamin Friedl, Director Kardasz, Denise Duranczyk

1. **CALL TO ORDER:** Bartlett called the meeting to order at 6:02pm.
2. **Approval of the Minutes** of the May 7, 2018 Personnel Committee meeting minutes.
Motion to approve Boersma, second by Majewski, Approved 4-0

3. **Communications**

Director Gillingham updated the Committee on:

- Human Resources working on finalizing wage ranges and step progression.
- Human Resources has been in meetings to discuss the fireworks for this year as it pertains to Risk Management.

Mayor Swadley mentioned that the budget season was coming up soon.

4. **Discussion and update regarding wage ranges, step progression, and right sizing**

Director Gillingham stated the Adhoc committee has been meeting weekly and the consensus is that there are too many steps within the wage range so they are coming up with a scale that has less steps and are working on a plan for step progression. Proposed idea is that the employee is on their step and after 3 years if the employee has no performance issues, PIPS, last chance agreement they move on to the next step. If they do have any performance issue they reset and start the 3 year period over. Regarding right sizing: I was tasked with determining those employees who need right sizing based on where they fall within the scale. Then we'll put together a matrix of what it will take to get that employee to the correct step. At that point I will be able to give you the financial implications. Majewski asked how many she had identified that need right sizing. Director Gillingham stated that she had worked on it this weekend and out of the 30 she had looked at 7 needed right sizing. She also stated some may be only one step and some would be multiple steps depending where they fall on the new scale. Swadley stated that is about 20% - 25% then. Bartlett asked if that will come back to Personnel next month. Adhoc also discussed the fact that the City of Stoughton's scale was about 5% low and that's why we gave a 2.25% last year so we need to do something to correct that scale and keep it current. The committee will come forward with that recommendation as well. Boersma asked what the financial implications and Bartlett stated we won't know until it comes back next month. Director Gillingham stated that the committee knows that this may not be a one year fix, it may need to be phased in. Employee feedback is telling us they want to know and understand what the plan is, how they progress and if they are low in the scale what is the plan to progress.

5. **Discussion and update regarding Performance Appraisal forms and process for Non-exempt Employees**

Director Gillingham stated based on information handed out at the last meeting she had given the new Performance Evaluation to leadership at their last meeting and Director MacDonald had volunteered the Library as beta tester for the form and process. From there we're ready to roll out. She stated there is no significance in 1/1, she thinks leadership should not try to fit it in but make time for it as it is a long time coming for the employees. Swadley stated that he had attended a meeting and the Adhoc committee had done a really good job trying to consider every department's thoughts and concerns regarding seasonal challenges. Director Gillingham stated that having them done at different times help move the process along as it comes through HR staggered because HR reviewing every evaluation before department head meets with employee. If there are any changes that need to be made HR to meet with Director and those changes made before meeting with the employee. The HR Director will review for consistency, compliant with any labor laws and wording.

6. **Discussion and possible action regarding engagement letter from Baker Tilly regarding interim Finance Director Paul Frantz**

Director Gillingham stated the committee received from her a summary and a copy of the engagement letter. The engagement letter is from Baker Tilley regarding the interim Finance Director, Paul Frantz. She further stated that Paul will be helping us not only with the oversight of the day to day Finance activities but, he will be assisting with the preparation of the 2019 Budget. The engagement letter is set until the end of August, thirteen weeks. If we should hire before that time we will sever the agreement at that time. Paul's services are billed at \$200/hr. and travel is at a 50% travel rate and related travel costs. These are normal in range costs.

Estimate at 20 hours/week for thirteen (13) weeks

- \$200 X 20 hours= \$4000/week
- \$4000/week X13 weeks= \$52,000
- Travel 2X's per week @\$250 X 13 weeks=\$6500

TOTAL=\$52,000 + \$6500 = \$58,500

Estimate at 12 hours/week for thirteen (13) weeks

- \$200 X 12 hours= \$2400/week
- \$2400/week X13 weeks= \$31,200
- Travel 2X's per week @\$250 X 13 weeks=\$6500

TOTAL=\$31,200 + \$6500 = \$37,700

She stated that we are requesting a recommendation from Personnel to send this to the Finance Committee. The range for cost for the interim would be \$37,700 -\$58,500. She stated her recommendation would be not to exceed \$58,500.

Motion to send the recommendation to Finance: Majewski, Second Boersma, Approved 4-0

7. **Discussion and possible action regarding open Finance Director position

Bartlett read the statement for moving into closed session and took a roll call: Boersma – Aye, Majewski – Aye, Bartlett – Aye, Swadley – Aye, Approved 4-0. Item was moved into closed session at 6:21pm.

Majewski motion to move the meeting into open session at 6:47pm, second Boersma, Approved 4-0

Majewski motion to move forward with the recommendations made in closed session, Second Boersma, Approved 4-0

Majewski motion to move into closed session at 6:50pm, second Boersma, Approved 4-0

Bartlett motion to move the meeting into open session at 6:58pm, second Majewski, Approved 4-0

Majewski motion directing staff to move forward with the development of the position description for future CFO/Director of Finance position and to meet with the Utilities Director to discuss structural changes in accounting, Second Boersma, Approved 4-0

8. **Discussion and possible action regarding Utilities Assistant Director position description

Bartlett motion to move into closed session at 7:02pm, second Majewski, Approved 4-0

Boersma motion to move the meeting into open session at 7:15pm, second Majewski, Approved 4-0

The Committee directed Mayor Swadley and Director Gillingham to meet with the Utilities Director to discuss the position description of the Utilities Assistant Director regarding duties.

9. Future Agenda Items

- General employee sick time with regards to retirement.
- BS&A has said that this is something that can be done with their software. Will research and discuss.

Motion to adjourn Majewski, Second Boersma, Approved 4-0. Meeting adjourned 7:20pm.