

PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, January 6, 2016 @ 6:00pm

Mayor's Office

Present: Alders: Sid Boersma (Chair), Pat O'Connor, Paul Lawrence, Thomas Majewski, Mayor Donna Olson (ex-officio), Director Gillingham

Others in attendance: Director Manthe, Dan Jenks

1. Call to Order: Sid Boersma called the meeting to order at 6:02pm.

2. Approval of the Minutes of the 12/14/2015 Personnel Committee Meeting. Motion by Majewski, second by O'Connor. Motion carried unanimously.

3. Communications:

- ☐ Director Gillingham brought the committee up to date regarding the PD Union contract upcoming negotiations.
- ☐ Director Gillingham advised the committee that four employees have filled out reconsideration applications to Springsted stating that the employees are from the Senior Center and Street Department. Lawrence asked who has the burden of proof in this, the City or the employee. Director Gillingham stated the employee needs to use the seven SAFE categories to explain why their position was classified incorrectly. She further stated that Springsted will look at the reconsideration forms and give us their recommendations.
- ☐ Director Gillingham informed the committee that the Human Resources Department has been working on the intensive data entry for the newly required Employer-Provided Health Insurance Offer and Coverage Insurance. Form **1095/94-C**. She stated Human Resources is intending on having the form ready to go out to the employees with their W2 forms. She stated that she has been using a webinar and will have Damian Simons from Cottingham & Butler help with process questions. Director Gillingham also stated she has been in contact with Kim Jennings There was some discussion regarding the Utilities Department and how the Utilities Department and the City are on two different systems. Majewski and Boersma tasked Director Gingham to look into using one payroll system for both the Utilities and City staff.
- ☐ Director Gillingham gave an update regarding the rollout of the new insurance. She stated that there had been less than ten data entry errors when the information was entered.
- ☐ Director Gillingham gave a personnel update stating there were 76 total hires in 2015 and that there are three additional upcoming retirements, Karl Manthe, Rick Gullickson and Roger Strandlie. She stated that personnel will determine a process for replacing Director Manthe and hope to post in mid January, internal, external and nationally. Director Gillingham stated her goal is to have a replacement hired before Director Manthe leaves.

4. The process for the City's Work Rules was discussed with Director Gillingham stating that she had been tasked to bring them up to date and will be meeting with Leadership to review and discuss the current Work Rules and what needs to be changed to bring them up to date. She then stated the changes would be brought before the Personnel Committee for approval before going to Council. Boersma stated he believes that Leadership knows best what changes should occur.

5. Director Manthe was asked to explain the changes to the Streets Department job descriptions. There was some discussion regarding the Streets Foreman position and it was decided the description would be pulled so that Director Manthe could go over it.

Regarding the job description for Streets Administrative Assistants Director Manthe stated there were minor changes to the description and that it was mainly wordsmithing to be better understood. Director Gillingham stated that she had sent the wording to Springsted and they had agreed with the newly worded job description. Majewski suggested that "schedule brush pick-up" should be changed to "documentation" on page two of the job description. O'Connor suggested that we should strike "secretary" and change it to "Administrative Assistant". He also suggested we change the FMLA code to N for non-exempt and enter "exempt" there only when it applies. Motion to approve Lawrence, second by O'Connor. Motion carried unanimously.

Regarding the Forester position job description Director Manthe stated that the position is a liaison to the residents, and promotes the health of the City's trees. He also stated that the position requires a certified Arborist. Boersma asked if the position required a Bachelors Degree to which Director Manthe replied no. Majewski stated that the position is actually worded for an Arborist not a Forrester. There was discussion regarding the difference. In the end it was decided that that the job description be changed to Arborist and that the wording "Park row trees" be struck and "all City owned trees" should be inserted in its place. Motion to approve with the changes specified Boersma, second by O'Connor. Motion carried unanimously.

Regarding the Streets Machine Operator job description Director Manthe stated that new equipment was added the description. Majewski asked if the wording "building repair and maintenance" and the word "concrete" were appropriate. Discussion regarding this. Majewski suggested changing the wording and moving mathematical ability up as a requirement for the position. Motion to approve with the changes specified Majewski, second by O'Connor. Motion carried unanimously.

Director Manthe stated the Parks Maintenance Foreman position had been reworded to include added responsibilities which include Fleet Management, repairs to mowers, and fabrication work. Motion to approve Lawrence, second by Majewski. Motion carried unanimously.

Boersma asked Dan Jenks to the table to discuss the changes to the PD job descriptions. Regarding the Police Chief position Jenks stated the job description was current and complete with no changes. Motion to approve Lawrence, second by O'Connor. Motion carried unanimously.

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Director Gillingham read aloud the memo from Director Lynch regarding the Youth Center job descriptions. Regarding the Youth Center Manager position Boersma expressed concern over the discrepancy in pay and concern as to what would happen should the Bryant Foundation decide to withdraw the funding. Discussion regarding how this would affect the position and pay rate. Motion to approve Lawrence, second by O'Connor. Motion carried 3-2 with Majewski and Boersma voting no.

Regarding the Youth Center Recreation Supervisor position description the memo from Director Lynch stated that the only changes were programming changes and the “creates and implements” was added to the wording. Majewski asked that changes be made to require a Four Year Degree or equivalent in Recreation Management. Motion to approve with the changes specified Lawrence, second by O’Connor. Motion carried unanimously.

6. Director Gillingham stated that future agenda items will be Work Rules and additional position descriptions to be approved.

ADJOURNMENT

Motion to adjourn by Lawrence, second by O’Connor. Motion carried unanimously. Meeting adjourned at 7:02pm.