

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, November 6, 2017 6:00pm

Mayor's Office

**Present:** Alders: Thomas Majewski (Chair), Kathleen Johnson (Vice-Chair), Sid Boersma, Matt Bartlett, Mayor Olson and Director Gillingham

**Also in Attendance:** Ann Antonsen (Springsted), Chief Scott Wegner, Director Tom Lynch, Supervisor Dan Glynn

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:00pm
2. **Approval of the Minutes** of the September 18, 2017 Personnel Committee meeting minutes.  
*Motion to approve Boersma, second by Johnson, Approved (5-0)*

3. **Communications**

Director Gillingham gave a City Personnel update:

- A. Two employees who have given notice since the last Personnel Meeting including an Apprentice Lineman at the Utilities Department, who took a position in Waunakee, and the City Clerk who is taking a Clerk position with Lake Geneva. She also noted that there will be two retirements (Director Tom Lynch-Parks & Rec and Don Hanson-Utilities) in January of 2018. When asked why the two were leaving City employ; Director Gillingham responded that the Clerk was due to the frequency of meetings, Council, the fact that it is not a leadership position, and compensation. Her increase in compensation from Lake Geneva is \$14,000. Director Gillingham stated that both the Clerk and Lineman positions had been posted and Human Resources will gather resumes but that she is concerned about recruitment for the Clerk position as the compensation & leadership role is not there. Johnson asked when Kropf was leaving, Director Gillingham stated 11/17.
- B. Director Gillingham also gave an update on 2018 Benefit Enrollment. She stated that the meetings with Quartz had taken place the last two weeks of October and the deadline for enrollment is November 10th. She also informed the Committee of the Flu Clinic which was held at City Hall for the full, part-time and volunteer employees of the City on September 19<sup>th</sup>.

4. **Discussion and possible action regarding On-Call and Call Back Pay in regards to holidays**

Director Gillingham read the changes made to the wording of the policy on On-Call and Call Back Pay in regards to holidays and stated it was just to update the language to the policy to reflect what was already approved by Council.

*Motion to approve Boersma, second by Johnson, all in favor (5-0)*

5. **Discussion and possible action regarding Work Rules change to Fire Volunteer Emergency Response Time**

Director Gillingham read the change to the wording in the Work Rules regarding the response time to include "and/or work" instead of just "live" within the response area.

*Motion to approve Bartlett, second by Majewski, all in favor (5-0)*

**6. Discussion and possible action regarding changes to Fire Volunteer position description**

Director Gillingham read the change to the wording in the Position Description regarding the response time to “Must reside or work within the fire protection area served by the City of Stoughton Fire Department; including the City of Stoughton, the Town of Dunkirk, and parts of the Towns of Dunn, Rutland and Pleasant Springs” instead of just “reside” within the response area and also the addition of “Must be 18 years of age with a valid driver’s license in order to be insured by the City”.

***Motion to approve Boersma, second by Bartlett, all in favor (5-0)***

**7. Discussion and possible action regarding upcoming vacancy for Parks & Recreation Director** Director Lynch was asked to speak. He gave a review of his 36 years with the City. Director Lynch was given a round of applause for his hard work and dedication. There was some discussion regarding the way the Parks & Rec Department is set up with the Department not really having control over the parks but working with the Public Works Department to see that things that need to be done are done. There was also some discussion about whether the Youth Group supervisor could take up some of the responsibilities of the Parks & Rec department. Director Gillingham and Mayor Olson both stated that as that position is funded by the Bryant foundation, it would not be possible. Majewski stated his belief is that the department isn’t structured correctly and spoke about Milwaukee’s structure.

***Director Gillingham was instructed to look at restructure of the Parks & Recreation Department and to call a special meeting with Personnel when she had the findings.***

**8. Discussion and possible action regarding upcoming vacancy for City Clerk position**

***Director Gillingham was instructed to look at the structure of the department and see if the position should be a leadership position as opposed to staff.***

**9. Meeting with Springsted to discuss the compensation plan that was originally set up and its implementation in the future**

Director Gillingham asked Ann Antonsen from Springsted to talk about the current pay plan and next steps.

- A. Antonsen mirrored Director Gillingham’s previous recommendation regarding having a pay scale that is market competitive and is adjusted annually. If the scale is not looked at annually and adjusted, the city will continue to slip backwards and pay will not be market competitive. The recommendation by Springsted was for Director Gillingham to work with the “like communities” that were used in the Springsted study to determine the pay grades and scale. Antonsen’s recommendation was for Director Gillingham to find out what the other community’s annual adjustments are for the scale and if they are doing any step or other type of pay increases starting in 2018 for the years following. The scale adjustment is key to keeping us market competitive.
- B. The next item that was discussed was the importance of having employees placed appropriately on the wage scale. This also was brought to attention during the COW Meeting where we discussed salary increases. The step placement is the foundation for the next phase in the salary plan implementation. If an employee is not at the appropriate step to start, the movement through the system is inaccurate from the beginning. Therefore, the

recommendation from Springsted was to look at all employees and determine appropriate step placement. This would be worked on throughout 2018 for implementation in 2019. This project would give us the approximate cost of implementing this change in 2019. Keeping in mind we could do this in phases.

C. The third item would be the implementation of annual performance reviews for staff.

Antonsen talked in depth about the failures of the implementation of pay for performance in the Public Sector. She explained that there are several reasons why this type of pay plan does not work. The number one reason she gave was funding. If there is a lack of funds, this type of pay system will not work. She also talked about how it is difficult to ensure the review process is not skewed and also gave an example of a City that implemented pay for performance and then pulled it back because it failed. There is pay compression and internal equity issues in our current system. The pay for performance and lack of funding would make these issues even worse. The recommendation would be to implement performance reviews in 2018. Based on a meets or does not meet expectations evaluation, the employee would either receive a step increase or not. If the employee does not meet expectations, the employee would not be eligible for ANY increase which includes both the scale and step increase. The step increases would also be tied to available City funds. Unlike pay for performance, the budgeting would be based on the scale adjustment and the step progression. There would not be multiple steps for an employee. The increases would be based on one step per year, if expectations are met and city funds are available.

***Motion by Boersma to approve this process as the next step phase in the performance plan rollout, second Johnson, all in favor (5-0)***

**10. Future Agenda Items**

- A. Payroll Outsourcing 2<sup>nd</sup> quote
- B. Electronic Paystubs

**11. Adjournment**

***Motion to adjourn Boersma, Second Johnson, Approved 5-0. Meeting adjourned 8:32pm.***