

PERSONNEL COMMITTEE MEETING MINUTES

Monday, March 6, 2017 @ 6:02pm

Mayor's Office

Present: Alders: Pat O'Connor, Tom Majewski, Paul Lawrence, Sid Boersma, Mayor Donna Olson, Director Gillingham

Others in attendance: Director Kardasz, John Udstuen, Chip Vike, Dale Teigen, Ryan Dalsoren, Derek Westby, James Wyngaard

CALL TO ORDER: O'Connor called the meeting to order at 6:02pm.

Review and action regarding On Call and Call Back at Public Works with Fiscal Impact

Director Gillingham reminded the committee that at the last meeting she had been tasked with finding the fiscal impact were the Public Works Department to receive the same compensation for on-call and call-back as the Utilities Department receives. She had gathered the 2016 callback hours from Vickie Erdahl and had come with 30 hours. She had then taken the 30 hours and multiplied it by the average 2017 pay, \$23.53. Bringing the projected cost to \$724.50 provided there are no additional callback hours.

Motion by Boersma, second by Lawrence, Approved 4-0

Approval of the Minutes of the February 6, 2017 Personnel Committee meeting minutes. It was pointed out by O'Connor and Lawrence that two of the motions/votes made in the minutes were transposed. O'Connor asked that these be corrected. Mayor Olson stated that in the minutes it states that the money for callback and on-call would come from contingency and she wondered if the funds could come from budgeted funds from within the Public Works Department. There was some discussion regarding this. It was decided the Resolution for on-call and callback should read "to be funded through the department's existing budget".

Motion to approve with corrections Lawrence, second by Boersma, Approved 4-0

Communications

Director Gillingham gave a Human Resources update: Tammy LaBorde accepted the Finance Director position with the City and started in her new position 3-6-17. Throughout the next couple of weeks she will receive orientation. David Ferris from Baker Tilly will be helping with her transition. Next, Director Gillingham stated that she wanted to clarify that there were DNR regulations that required the changes to the Utilities position descriptions which were on the consent agenda on Tuesday night. Director Gillingham then stated that she and the Mayor had met with Derek Westby regarding the IT position. She stated that we are going to repost for that position and reminded the committee that the person that was offered the position had declined. Director Gillingham then stated that she would like to talk about the Council meeting from Tuesday evening and was disappointed that Alders were allowed to be accusatory and disrespectful towards her. There was discussion regarding what was said in closed and open session at Council. She stated her disappointment and felt there was a lack of support from the Personnel Committee considering they had voted unanimously on the resolution at Personnel but did not support or speak up at Council. There was some discussion regarding this.

Review and action regarding proposed updated Utilities Certified Wastewater Operator position description

Director Kardasz stated this is a unique position in that it included 3 parts: Certified Water Operator, Certified Wastewater Operator, and State Certified Metering Technician. We can insert this person anywhere and we do. We are updating the position so that the incumbent can be moved into the new position when he passes the exam.

Motion by Lawrence, second by Boersma, Approved 4-0

Review and possible action regarding Hiring Policy - Department Head

Director Gillingham stated that Council felt that the Department Head Hiring policy stated that hiring for a department head had to go to Council for approval to begin recruiting. The Personnel Committee had interpreted differently and followed precedence by calling a meeting with Personnel and then Director Gillingham was directed to move forward with the hiring process. There was some discussion about what happened at Council. There was some discussion regarding the policy. Boersma stated that he could see why Council felt it should have come to them first. O'Connor stated that he thinks it's a good idea to have it go to Council first and it is a limited number of times this is an issue. Mayor Olson stated that what we heard was that you wanted us to move forward with the hiring process and if this is not what you meant then we will have to be very explicit in what we are saying in the future. Majewski stated that he remembered when this was brought up at Personnel when Laurie's position opened up. He stated that we talked about whether it should go to Council first or not and the Mayor had said historically it has not and we accepted that. He further stated he came very close to making a motion for the Personnel Committee to be dissolved and have the Committee of the Whole and meet once a month to handle Personnel issues. Majewski stated it's easy for them to sit back and play armchair quarterback, not do their homework. They get the same information we get. They aren't looking at it. But they (Council) are very quick to attack. The attack on AJ was totally unacceptable. They talked about not having information in front of them for due diligence. That should have been in the packet, why wasn't it? Director Gillingham stated she was told by Mayor Olson to hand it out at Council. O'Connor stated that this conversation should be held in closed session. Mayor Olson stated that this is not a subject for closed session. Council receives their agenda it goes out on Friday. If Alders look at it and something is missing or they have questions, there is email and telephones. If we've missed or overlooked something they should contact City staff. Lawrence stated he doesn't understand why talking about procedure here in terms of what does or doesn't get included in a packet of public information and is applicable under open/closed meeting law/regulations. I don't think it's appropriate. Open/closed meeting law is for financial things or if it directly affects a person's personal reputation. O'Connor stated he could easily see this going down that path. Majewski and Boersma agreed. Lawrence stated that you can do what you want but we don't even have that on the agenda tonight. O'Connor said exactly, we shouldn't even be discussing it. O'Connor stated that we are talking about the Hiring policy moving forward, unless you want to hear a lot of caterwauling from Council we are going to have to address that issue. The question is does hiring a department head go to Council to get approval before coming to Personnel or not. Lawrence stated that we are talking about a lot of different things here and Majewski's comments are well taken. It is as old as the hills, upper entities do not trust lower entities. You see it everywhere. The trust of the Committee process is not good. Majewski's idea of dissolving it and putting it to the Committee of the Whole is an interesting one. It's either put up or shut up. Boersma stated that some Council members wanted a separate position for Economic Development and that was what they were arguing for. Lawrence stated there is no money for that and it's been discussed ad nauseum. Boersma stated he was very happy that the Economic part of the position was going to be flexible but the people who wanted that in a separate position were not happy with our decision with the change being made later if the economic portion was too much. Director Gillingham stated she did clarify and follow the process that was in place at the beginning of the recruiting process. She further stated that if the Personnel Committee is saying that we need to get Council approval before hiring for any leadership position then she will need to rewrite the policy. At this time it states if there are no changes to the position description the Personnel Committee would provide authorization. If you want to change that it will need to be rewritten because I was

following the original policy and procedure. Kardasz asked that the committee keep the language from municipal code ordinances regarding his positions and keep the Utilities Committee involved. You'll see there is some specific language as to how they are involved in hiring my replacement and that's the way the board of Public Works and Personnel Committee did it when I came onboard. Director Gillingham read the portion of the policy pertaining to the Utilities Department and stated that we will need a decision on that specifically. Lawrence stated that he had a question while referring to Leadership positions. He stated he finds it unclear what positions are considered leadership. A discussion regarding the use of the words "leadership" and "department heads" ensued. A decision was made to stop using the word leadership and use only Department Head. Lawrence read the portion of the policy pertaining to the Utilities Department. O'Connor stated that when he read the portion of the policy related to the PFC it seemed to say that Council was in charge of the starting the hiring process for PFC. There was some discussion whether the PFC or Utilities departments would have to have Council approval before starting the hiring process began as well. Mayor Olson read a portion that stated the PFC "hires, fires and disciplines; the City of Stoughton identifies the position descriptions and the salaries. Majewski stated that there is nothing in this policy as it is written right now that would have changed what happened at Council because nowhere in this policy does it say "if there are no changes" because there were no changes to the position but the people on council wanted there to be changes. This does not speak to that at all. Director Gillingham stated that she had been directed by Personnel to make this policy clearer. She stated that if they want all Department Head hiring to go to Council first then the policy would need to be rewritten. There was some discussion regarding the verbiage of the policy.

O'Connor directed Director Gillingham to rewrite the policy with the changes discussed and bring it back to the next Personnel meeting.

Review and possible action regarding Hiring Policy – Other

Director Gillingham stated that it made sense to bring this back as well. She asked if Council should start the hiring process of all other positions as well as Department Head. Lawrence stated that it would be too much. Boersma agreed. There was some discussion regarding the verbiage of this policy.

O'Connor directed Director Gillingham to rewrite the policy with the changes discussed and bring it back to the next Personnel meeting.

Review and possible action regarding WSTO

Director Gillingham stated that she and Mayor Olson had met with Derek Westby and discussed WTSO. She then stated that the job description for Westby was being updated with what his existing duties are and giving him the new title of Media Manager/IT Specialist pending position description approval. Majewski asked if this would then be a new position. Gillingham stated that the update describes the position more accurately as he is already doing the job. The position description will be sent to Springsted. She further stated that the position has already been budgeted for 2017.

Discussion regarding Work Rules update

A. CDL

Director Gillingham read the policy language that she presented and asked it be added to the Work Rules regarding CDL. She stated that there is no written policy at this time but this is what has been followed in the past. There was discussion regarding the issue. Lawrence asked the frequency and cost to the City. Kardasz stated the cost is about \$40.

Motion by Boersma, second by Majewski, Approved 4-0

B. Holidays

Director Gillingham stated that this was sent out to Department heads and she has not received many responses. They have a meeting scheduled for tomorrow morning. She would like to table this until she has more information regarding their responses. Lawrence asked if she could describe the policy and the issue. Director Gillingham did so. There was some discussion. Kardasz stated it's not really 3.5 x the pay but 3.5 x the time. Director Gillingham stated that it puts us in line with the way the Fair Labor Standards Act is written, before we were above and beyond because of the Union. There was some discussion regarding the verbiage in the policy.

O'Connor directed Director Gillingham to rewrite the policy with the changes discussed and bring it back to the next Personnel meeting.

Discuss next steps with compensation plan/Springsted Study

Director Gillingham stated that this was an item that O'Connor asked that he add to the agenda. Director Gillingham stated that this is where we talk about the next steps of the compensation plan. She had given them an article regarding the pitfalls of pay for performance. She had a discussion with Ann @ Springsted to find out what other cities are doing. Ann had stated that the next step would be to get the whole review process started and get management team understanding how to do and write the review. Then education for the staff as well. The question is do we couple that with how to progress through our wage ranges and moving employees forward. O'Connor asked if Ann would be coming back. Director Gillingham stated that we can by all means do that but at this point she is not charging for the discussions I am having with her and thinks it's wise to get the options from Ann, bring them forth and do as much work here as we can do as a committee in order to not incur more charges. O'Connor asked if this will be on next month's agenda. Director Gillingham said yes.

Future Agenda Items

- Additional Position Descriptions from Springsted
- Review and recommendation for "steps" for Apprentice Linemen as certifications are received
- Dispatch 1974 vs. 2080
- Updates from Springsted regarding compensation review of newly approved Utilities approved at the 3/1/2017 Council Meeting under the consent agenda

ADJOURNMENT

Motion to adjourn by Boersma, second by O'Connor, All in Favor (4-0). Meeting adjourned at 7:20pm.