

PERSONNEL COMMITTEE MEETING MINUTES

Monday, May 1, 2017 6:03pm

Mayor's Office

Present: Alders: Thomas Majewski (Chair), Kathleen Johnson (Vice-Chair), Sid Boersma, Matt Bartlett (attended from approximately 6:45-7:45), and Mayor Donna Olson (ex-officio member), and Director Gillingham

Others in attendance: Derek Westby, Chief Leck, Chip Vike

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:03pm
2. **Approval of the Minutes** of the April 3, 2017 and April 20, 2017 Personnel Committee meeting minutes.
Motion to approve Boersma, second by Johnson, Approved 4-0

3. **Communications**

Director Gillingham gave a Human Resources update: Following Council approval for hire without contingencies, following the approval Director Gillingham attempted multiple times via phone, e-mail and text over several days to reach Sneha Patel, with no success. Ms. Patel finally responded and declined the position stating she had taken another position in a Large Senior Living Facility as their CIO. The position she stated was a perfect fit. Mayor Olson and Director Gillingham looked at it the position today and it was decided to remove the WSTO portion of the position from the ad. The position was relisted today and tomorrow the It Panel will look at the description further. Director Gillingham stated that the PD Union would be starting their process on May 23rd in an attempt to get a head start. She also stated that the recruiting process for the Adult Services Librarian position was concluded. Director MacDonald had extended a conditional offer to Kate Hull today and she had accepted. Once she has passed the background, physical, and drug screen she will be scheduled for orientation and start in her position on July 3rd. We had very successful seasonal employee recruitment this month. We tried a different tactic and partnered with the High School to Career Coordinator to encourage students to take positions with the City. Gini designed pull tab posters which were hung at the school and in City Hall. She did an excellent job with the design and layout. Director Gillingham also stated that she and Gini attended a CVMIC meeting in Waukesha this month regarding the NeoGov program and other HR related topics. Director Gillingham also stated that meetings have been scheduled for Anytime Fitness to present to each department. Director Gillingham stated that she has had several FMLA cases this month, a couple of surgeries and a pregnancy. She also stated the Fire Department volunteer recruiting had come to an end and four applicants were interviewed with three moving forward from those interviews. She stated Derek Westby and Gini Skarda had been working on updating the Human Resources Position openings portion of the City's website. Position descriptions had been added and the page has a much more streamlined look. Director Gillingham stated the WRS number of hours was reported incorrectly in some employee's cases but that it had been corrected and letter mailed to employees. As Director Gillingham was reviewing the Summary Plan Description for the Dental Plan she had found that the City's dental policy (that had been in effect since before she

was hired) allowed children to stay on their parents policies until the age of 26 and stated that she would recommend a change to the standard, thus reducing the Cities exposure.

4. Discussion and possible action regarding On Call Pay- request from staff to date back to 1/1/17 versus 4/3/17 when it was approved

Director Gillingham stated that at the 3/6/17 meeting the change to Public Works On-Call policy had been approved with an effective date of 3/6/2017. Director Hebert requested that the pay be retroactive to 1/1/17 versus 3/6/2017. She also stated that she had received an email from Director Herbert that stated that one of the Alder's (off the record) had told someone at Public Works that this would pass and they they would be paid back to 1/1/2017. Majewski stated that the person who said this would pass was very reckless, they are one of twelve and that does not constitute a guarantee. He further stated that, if approved, the funds to pay the retro pay should be taken from Public Works funds. Johnson asked how much money we are talking about to which Director Gillingham stated approximately less than \$1000. There was some discussion (bringing the new alders on the Personnel Committee up to date) on the Utilities vs Public Works policies and how it ended up that Utilities had a different policy than Public Works. Director Gillingham stated that she would support the retroactive pay in this situation but also stated that if we are going to continue to change the effective dates that we may need to have a policy that states the changes go into effect on the date of the approval not retroactively. Mayor Olson agreed with Director Gillingham saying that the changes should go forward from the approved date of change. Boersma stated there should be no involvement by alders unless it is before them in Council. Majewski added that it's easy to make promises but he is not sure why they thought they had the right to. He stated further that that is not how government works. It moves slowly and with certain steps to prevent issues such as these. He stated that the alder involvement bothers him. Johnson stated that employee morale is important and it's only \$1000. If we did it for Utilities, I feel we need to do it for Public Works as well. Director Gillingham asked Chip Vike to speak. He stated that it was in the work rules and he didn't think it was fair that the Utilities Dept. got it back in October. He asked why should the PW employees not get it at least from 1/1/17.

Motion to approve as long as funds from Public Works are used; Johnson, Second Bartlett, Approved 5-0

5. Review and possible action regarding updated Hiring Policy – Other

Director Gillingham presented an email from Alder Tim Swadley requesting that all salaried employees be added in the process for hire to go to Council as well as leadership positions. Director Gillingham stated that only leadership positions are salaried. All other full time and part time employees are paid hourly, so they do not count as "salaried employees". Director Gillingham then presented the updated hiring policy for full time and regular part-time position. An appeal process was added in the event the approval was not received from the Mayor to hire.

Motion to approve Boersma, second Bartlett, Approved 5-0

6. Review and possible action regarding updated Hiring Policy - Leadership

Director Gillingham asked the committee to look at the updated hiring policy for department heads and asked them if there are no changes made to the position description, is this considered change?

The email from Alder Swadley was brought up again and Majewski stated that Personnel issues need to flow through the Personnel Committee before going to Council. He further stated Alder Swadley wants to micro-manage the hiring of departments. He (Swadley) and some of the other Alders still have their hackles up about the Economic Development portion of the Finance Directors position. Majewski also stated that he (Swadley) wants to shortcut it so that he can micro-manage the hiring of department heads. Director Gillingham reviewed the changes she was directed to make to the Policy at the last Personnel meeting regarding new Leadership hiring. She then stated that she had been directed by Personnel to do this. She said that she received an email from Swadley. She asked who's direction she was to follow. Majewski stated that the committee needs to go through its processes. He further stated he believes the new language spells it out very clearly but the Personnel committee is still involved. Director Gillingham stated she had followed the new process with the hiring of the new IT/Media Director position with no issues. Boersma stated that Council (including the president) wanted the Economic Development portion of the Finance Director position separated out so they could hire an Economic Development Director. Director Gillingham stated that when they hired the Finance Director, the potential hire was told that the ED portion of the job description may be stripped from her position description at any time. Bartlett stated that the opportunity to make changes to position descriptions should come before the Personnel Committee before going to Council. Majewski stated that there was no budget for the Economic Development position anyway. There was some discussion about the cost of a future Economic Development Director.

Boersma left the meeting for a brief time.

Motion to approve the Hiring Policy-Leadership by Bartlett, Second by Majewski, Approved 4-0

7. Discussion and possible action regarding Holidays as it pertains to Dispatch (Non-Union but receiving Union recognized Holidays) per Alder Majewski request

Majewski stated that just because the dispatch works at the PD doesn't mean they get the benefits of the Union. They are not Union employees and should receive the same benefits as the rest of the City employees therefore they should follow the same Holiday policy. Leck came forward and stated that they are not the same because they are the only non-union employees who work shift work, 24 hour shifts. There was a lengthy discussion regarding shift worker vs non shift workers. Leck stated this is not a monetary issue. He further stated that there are more and more rules being made for the entire City which do not take the shift worker into consideration. His argument was that this is the way it always has been and kept referring to the way it has been handled in the past. Director Gillingham stated that they are still getting 8 hours of holiday pay whether they are a shift worker or not. Leck stated that the policy was written for City Hall workers. Mayor Olson stated it had nothing to do with that, the change was made because there was a consensus that more work would be accomplished in one full day rather than two half days. Leck stated that as long as it's done in a fair fashion and they are paid time and a half plus the option to take the holiday on another day. He stated he would like to maintain the policy they have been following at the Police Department and said it's stated that way in the Work Rules. Director Gillingham stated that the Work Rules he is talking about was not approved by Council. There was some discussion regarding this and Director Gillingham was tasked with researching the current Work Rules as it applies to this issue before bringing this issue back to Personnel. A copy of the Work Rules was reviewed and in the section that states Dispatchers New

Year's Eve Day was not even listed as a recognized holiday. Therefore, the conversation was mute and no action was to be taken. The existing policy states 4 hours for Christmas Eve Day and New Year Eve Day not being a recognized holiday would continue to be the policy for Dispatch per Chief Leck's request. Under Director Gillingham's recommendation, Dispatch would have received 8 hours holiday on Christmas Eve Day. Final decision as directed by Chief Leck, no change to Dispatch holidays. They are to receive 4 Holiday hours for Christmas Eve Day and no holiday for New Year Eve Day.

No Further Action to Be Taken

8. Discussion and possible action regarding IT Manager and IT Operations Specialist position

Motion to table to a future date in order to move the item to closed session.

9. Discussion and possible action regarding the following position descriptions:

A. Media Technician – Camera Person

B. Media – Producer

C. Media Technician – Film Director

Motion to table #9 until the next Personnel meeting; Boersma, second Majewski, Approved 5-0

10. Discussion and possible action regarding proposed title change from "Forester/Machine Operator" to "Arborist/Machine Operator"

Motion to table #10 until the next Personnel meeting; Majewski, second Bartlett, Approved 5-0

11. Future Agenda Items

There was some discussion regarding the time and days of the Personnel Committee meeting due to issues Bartlett had stated earlier in the week via email. However, he stated he has worked out those issues and will be able to meet on the first Monday of the month at 6pm. The decision was made to keep the meeting schedule. Director Gillingham stated that Springsted had researched dispatch and she felt comfortable with the study as it included other cities, villages, sources and the fact that Springsted is not a new company, they've been around a long time and are well regarded. Boersma asked about Insurance renewal and Director Gillingham stated that would start a little later in the year. She also stated that this will be the last year of the 3 year contract and that we will need to start looking at our plans for 2019.

12. *Motion to adjourn Johnson, Second Bartlett, Approved 5-0. Meeting adjourned 7:45pm.*