

PERSONNEL COMMITTEE MEETING MINUTES

Monday, May 2, 2016 @ 6:00pm

Mayor's Office

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

Others in attendance: John Udstuen, Director Sullivan

1. **CALL TO ORDER:** Director Gillingham called the meeting to order at 7:03pm.
2. Paul Lawrence nominated Pat O'Connor as Chair of the Personnel Committee, Thomas Majewski seconded, All in Favor 5-0
3. Pat O'Connor nominated Thomas Majewski as Vice-Chair of the Personnel Committee, Paul Lawrence seconded, All in Favor 5-0
4. Date and time of future meetings was set for the 1st Monday of the month at 6pm in the Mayor's office.
5. **Approval of the Minutes** of the February 11, 2016 Personnel Committee meeting minutes. Motion by Lawrence, second by Majewski. Approved 5-0
6. Director Gillingham updated the Committee on the offer of the position of Police Officer to Kade Wilkinson, explaining that Todd Dovicchi will be taking the SRO position, he has a great juvenile background and it's been his life's dream to be an SRO. He will shadow Cole for a time.
Director Gillingham also updated the Committee on the extended offer of the position of Director of Public Works to Brett Hebert. His start date will be May 9, 2016.
Director Gillingham updated the Committee on the Retirements of Strandlie, Gullickson, Nelson and the upcoming retirement of Karl Manthe on May 16, 2016.
She also explained to the committee the recent payment of back pay for the Police Dept. She explained that they were to receive steps and that these steps were missed. She explained that we have to come up with a better system so that these are not missed in the future and she hopes to work with BS&A to get set up to catch these steps.
Director Gillingham advised the committee that there is an upcoming lawsuit regarding an age discrimination suit against the City.
She also spoke regarding comp time and exempt employees. She has concerns regarding exempt employees are being possibly treated as non-exempt for comp time but not for overtime. She is reviewing the policy to see how this should be rectified.

Director Gillingham gave a PD Union contract update saying it is in the Union Representative Mike Getz's hands. MOU is part of the hold up. The MOU is focuses on allowing utilization of PT employee; the police have stated they would be giving up opportunities.

Sid Boersma had a suggestion regarding tree trimming and planting. A citizen told him we need more than one arborist, and suggested three with the Ash tree problem that is now upon us. Director Gillingham said she would ask the new DPW to look at the situation. Mayor Olson stated Hebert has experience with this in his previous position with Beloit.

7. Director Gillingham read a memo from Springsted dated 4/11/16 to the Committee regarding the requests for reconsideration. Director Gillingham reminded the committee that they had spoken about this at the February Personnel meeting and had decided to follow the grievance procedure. Lawrence stated that he would caution going down that road and if that was to be used as a template, then he was not in favor of it. Director Gillingham told the committee that Springsted's second determination offers no change to their previous decision. Then she asked if the committee should go forward with meeting with these employees after a second review from Springsted that offers no change. Boersma stated that Springsted are the experts. O'Conner stated that any change would have to go to Council. He stated that it is not right that the appeal is made to the same ones (Springsted) that made the finding in the first place. Majewski stated that Springsted did their study based on positions, not employees. According to their determinations, each position has structures and requirements. Boersma asked Director Gillingham what she thought of Springsted's decision. Director Gillingham stated that with the PAQ scoring the process of determining the grade is black and white. Boersma stated that the benefit of having the Springsted comparison between positions and cities is that it makes them better equipped to make these determinations. Boersma made a motion to support Springsted's determinations and not have the Personnel Committee meet with the employees requesting reconsideration, second by Majewski, All in Favor (5-0) Director Gillingham asked John Udstuen. if there was anything he would like to add. John stated that there are other people in his position that cannot do what he does. Director Gillingham reminded that Springsted's findings are not based on ability. The next phase touches on that but no decision has been made. Majewski stated that the next step is to get the employees into the correct position in the scale. John stated that he was in the dark, didn't know a thing about this study and that there was no one on one with Springsted. Director Gillingham offered to meet with the Streets Department and the Mayor next Monday at 9am to discuss. John said that would be good. Director Gillingham asked if John remembered the PAQ's being done and he replied that he did but that he never heard anything about the outcomes. O'Conner asked if there will be communication with the City staff to make this clear. Director Gillingham replied that we need to meet with employees and the Streets team to follow up with what is going on.
8. Regarding the Springsted Comp Study and individual employee compensation, Majewski moved to go into closed session, second by Boersma, All in Favor (5-0)

Majewski moved to re-open session at 7:07pm, second by Boersma, All in Favor (5-0)

Boersma moved that all employees not yet at minimum compensation be brought to minimum compensation retroactive to January 1, 2016, second by Majewski, All in Favor (5-0)
9. O'Conner asked to move on to the discussion & possible action regarding the Assistant to the Utilities Director position. Boersma moved to close the session, second by Majewski, All in Favor (5-0)

Motion to re-open session by Majewski, second by O'Connor, All in Favor (5-0)

Motion by Majewski to classify Assistant to the Utilities Director position as a promotion with recommended changes and that the position be sent to Springsted for title, reclassification and compensation determination, second by Boersma, All in Favor (5-0)

Director Gillingham was directed by the Committee to make the changes for the position as noted, offer the salary according to the promotion guidelines in the work rules and offer the position to Mr. Hoops.

10. Director Gillingham stated that she is still working on updating the Work Rules. She also stated that she and Gini Skarda are working on getting the job positions into the correct format. O'Connor asked when the Personnel Budget would be done, if it would be in the fall. He stated that we need to make a decision on whether to use steps or pay for performance. Boersma asked about the position descriptions from Springsted and if Ann would be coming back. He stated he would like to talk to Springsted regarding steps or pay for performance. Director Gillingham informed the committee that she had been in contact with Ann and that she will take care of it. O'Connor stated that at the next committee meeting we should talk about steps.

ADJOURNMENT

Motion to adjourn by Majewski, second by Boersma, All in Favor (5-0). Meeting adjourned at 8:25pm.