

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, August 2, 2021 @ 6:00 pm

Remotely Via GoToMeeting

**Present:** Lisa Reeves (Chair), Thomas Majewski, Brett Schumacher, Mayor Swadley and Director Gillingham

**Absent & Excused:** Fred Hundt (Vice-Chair)

**Also in attendance:** Director Montgomery, Director Hebert, Director Friedl, Director Weiss, and LT Conlin

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:01 pm.

2. **Approval of the minutes from June 7, 2021**

*Motion to approve Majewski, second Schumacher, Approved 4-0.*

3. **Communications/Updates**

Director Gillingham reported:

- She had met with Mayor Swadley regarding the hire of Christen for City Clerk and the possible issues with trying to recruit for a 30 hour Deputy Clerk position vs 40 hours. They decided they would request to move the position to 40 hours per week again this year. She noted they had tried last year during budgeting to get it approved, it was denied.
- Director Gillingham discussed the departure of Kelly Janda long time Senior Center Case Manager. She noted that this was a move towards retirement for Kelly.
- Director Gillingham discussed the departure of Ryan Wiesen, the Assistant Finance Director and stated they would be discussing the hire for a Utilities Finance position later in the meeting. She reported that Wiesen took a similar position with Rock County.
- Director Gillingham noted the positions that HR has been recruiting for in the month of July: Clerk, Deputy Clerk, Youth Services Librarian, Senior Center Case Manager, Utilities Journeyman Lineman, Library Shelves, and as always: EMT's & Volunteer Firefighters.
- Director Gillingham stated that she had completed the 2021 Renewal Report for Workers Compensation and the ancillary lines of insurance.
- Director Gillingham updated the committee as to the status of the Work Rules & Policies Manual stating that Generalist Skarda has been updating the edits.
- Director Gillingham stated that at this time she has an investigation going on and she has been assisting Candee Christen with re-establishing expectations with the front desk staff.
- Director Gillingham stated that she has been looking at how to improve employee retention. She brought up an inequity with the Accrued Sick Leave Credit for Retiring Employees Policy where regular city employees have their sick leave credits, up to 130 days (1040 hours). For sworn police the amount of sick leave credits in excess of 1250 hours are paid out at at 50% for Sworn Police (at the time of their retirement) and shall be converted to a monetary value. She stated that she would be looking in to this further as the benefit for city staff encourages employees to "use all sick time beyond 1040 hours prior to retirement.

4. **Discussion and possible action regarding Utilities Finance Recommendation**

Director Weiss stated that with the resignation of Assistant Finance Director Ryan Wiesen, Director Friedl, Director Gillingham and she saw an opportunity to return to the former structure of the Utilities Dept. by hiring a dedicated Finance Manager. She stated that the Utilities has so much going on that the department really does need their own finance person. Schumacher asked about the previous structure as he was not aware of what the structure was. Director

Gillingham explained the department had its own finance person in the past that reported to the Utilities Director. She stated that when Kim Jennings left they hired Jamin to take her place and when they made him the Director of all finance with an assistant it had not worked as well as they had hoped due to workload, therefore, returning to the previous structure would be best. Director Gillingham shared with the Committee that Utilities would be making a major system change in the future and this position would be the point person. Director Friedl stated that while the current structure had been successful, it had also been overwhelming. He stated that with the amount of work involved that the Utilities Dept. needed a dedicated finance person. He further stated that it was important for the long term goals of the Utilities Dept. There was some discussion. Reeves stated this all made good sense. Director Gillingham stated that the packet included the position description used when they hired Friedl for the position. She stated that they would be titling the position as a Director due to the duties and position requirements. She stated that while this is unusual to have a Director reporting to a Director, it is necessary for this department in order to attract the type of candidates required for the position. She stated that in the future she would be evaluating the title of Director Weiss as it should be updated. This would eliminate the Director reporting to another Director.

***Majewski motion to recommend to Finance Committee and then Council, Reeves 2<sup>nd</sup>, Approved 4-0***

**5. Discussion and possible action regarding the approval to hire Candee Christen as City Clerk at \$71,032 (exempt)**

Reeves asked if there were any questions regarding this item. She stated it seemed pretty straight forward and that HR had interviewed and found Christen to be the best candidate for the position. Director Gillingham stated that Christen would be offered the same salary that the former Clerk was making. Christen does have over 18 years of experience and the knowledge of Stoughton Clerk's office that she brings to the table but, the max we can pay is what the vacated position paid which was \$71,032.

***Majewski motion to approve, Schumacher 2<sup>nd</sup>, Approved 4-0***

**6. Discussion and possible action regarding the scheduling of the September Personnel meeting which would fall on Labor Day**

Gillingham asked if it would be possible to schedule the meeting on 8/30/2021. There was some discussion.

***Reeves asked Director Gillingham to contact the committee members and determine a date that for the September Meeting.***

**7. Discussion and possible action regarding Work Rules and Policies & Procedures Manual Review**

Director Gillingham reminded the committee of the challenge of the document going back and forth between leadership and the committee and not moving forward. She was hopeful that both manuals would be able to move forward from here. Schumacher once again praised the department and stated what a feat it was that this had been done so well. He recognized the hard work that had gone into the process. He stated that he had reviewed it and had found it to be very good in regards to content but that there were some issues with capitalization and some formatting issues with some of the forms not lining up correctly. There was some discussion on what could be done about this. Reeves asked how the Work Rules and Policy Manual are made available to employees. Director Gillingham stated that the HR Dept. goes through the Work Rules and then gives a hard copy to each employee at orientation. She further stated that each department is then responsible for making sure the employee knows the policies and has access to them. Director Gillingham stated that she is planning to move the manuals online so that they would be available to employees at any time. She stated that HR will continue to go through the Work Rules at orientation. Schumacher

stated that making it available online will be easier with the format that was used. Reeves asked that Director Gillingham send all of her thanks to all of the employees who contributed to completing the enormous task of updating the Work Rules & creating a Policy Manual. **Majewski motion to approve the Work Rules & Policy & Procedures Manual and move forward to Council, second Schumacher, Approved 4-0.**

**Director Gillingham was tasked with sending out the Personnel approved Work Rules and Policies, Procedures & Forms Manuals to all Council members along with a cover letter. There was some discussion regarding a suggestion made at the last meeting that would allow the Council members to have a first and second reading so that they do not become overwhelmed or feel rushed. The decision was to move forward with the first and second reading.**

Gillingham noted that the COVID policy in the Policy Manual is a policy that the Personnel Committee had already approved but which had not been brought to Council because the thought had been to bring the whole manual at once. She stated that she felt because of the rise in the Covid Delta variant, it should move forward to Council right away. Reeves asked about exposures and then there was some discussion regarding City employees who "identify as vaccinated" but are not. Gillingham stated that she and the Mayor had wanted to return to a masking mandate but had then met with the department heads and they wanted the ability to make their own decision regarding masking requirements in their buildings. Mayor Swadley agreed to each building deciding on their masking requirements. There was some discussion and it was agreed that the Covid Pandemic Policy should move forward to Council at the next meeting.

#### **8. Future Agenda Items**

- Leadership Backup Plan Outline
- Accrued Sick Leave for Retiring Employee Policy

**Motion to adjourn Majewski, second Schumacher, Approved 4-0. Meeting adjourned 6:45 pm.**