

PERSONNEL COMMITTEE MEETING MINUTES

Monday, August 7, 2017 6:00pm

Mayor's Office

Present: Alders: Thomas Majewski (Chair), Kathleen Johnson (Vice-Chair), Sid Boersma, Matt Bartlett @ approximately 6:30pm, and Director Gillingham

Others in attendance: Martin Seffens, Jamin Friedl

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:00pm
2. **Approval of the Minutes** of the June 1, June 20, and July 10, 2017 Personnel Committee meeting minutes.

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

3. **Communications**

Director Gillingham gave a Human Resources update:

- **Work Rules:** Director Gillingham stated that review of the rewrite by Leadership has commenced. She stated that after all of the sections are reviewed and approved, it will be brought to Personnel to discuss. Then with the Personnel Committee's approval we will then take it to Council.
- **Request for Reconsideration:** Director Gillingham stated that the deadline date was changed for this year only and that 6 had been received. She stated that she and Mayor Olson had reviewed the requests and, in regards to a few, will be speaking to those employees' managers.
- **Pre-employment medical costs:** Director Gillingham stated that Human Resources & Risk Management had been looking into the costs for pre-employment physicals and drug screening. Dean, Concentra, and Stoughton Hospital had all been contacted in regards to pricing. Director Gillingham stated that the goal was to get the cheapest pricing but the hope was to be able to work with the local Stoughton Hospital as well as getting good pricing. Human Resources had met with Jen Mora from Stoughton Hospital and she had been able to provide pricing in which the hospital beat both Dean and Concentra in most cases. She stated she thought she would be able to negotiate down the two items that the hospital had priced higher than Dean. She also stated that the hospital would be purchasing the equipment to do hearing testing and would do on-site testing for us.
- **IT/Media Director:** Director Gillingham stated that John Montgomery, the new IT/Media Director started today. She stated that she and Mayor Olson had met with him to discuss goals and his schedule for the next three weeks which was provided to him. His

schedule includes meetings with each Department Head to discuss the needs and concerns of their department.

- City Forester: Director Gillingham stated that the position has been filled and John Kemppainen will be starting in August. She stated that John has top notch qualifications, is well educated and will represent the City well.
- Utilities Apprentice Lineman vacancy: Director Gillingham stated that with the departure of one of the Apprentice Linemen the decision was made to move a first year apprentice (already employed by the Utilities Department during the summer) into a second year Apprentice Lineman position to fill the vacancy.
- Employee compensation in regards to police contract: Director Gillingham stated that 2.25% is the number that they will be putting forth and acknowledged that it was a little above the standard COLA (Cost of Living Adjustment). She noted that she will have to check with Springsted and that there will be discussion on the Council floor. Mayor Olson stated that the Sergeants and Lieutenants are not in the union and if given the 2.25% there may be compression which means the gap between the employee and supervisor gets smaller. Director Gillingham stated that this is the climate we are in- there are many positions available. Majewski stated that City positions are stable positions and they do not go away. Director Gillingham stated that there have been times when the City cut positions and had forced furloughs. Mayor Olson stated there were furloughs in 2007-2008 and in 2009-2010 hours were reduced. Majewski asked what happened outside of the City at that time to which Director Gillingham replied the same happened outside of the City. Majewski stated that history does show that this does happen however, the benefits offered by the City add value to these positions. Keep in mind we want them to feel safe and reward them if the budget allows. Boersma stated that being given good benefits and decent pay helps retain employees. Director Gillingham stated that it makes them feel they are adding value to the City and they feel appreciated. Johnson stated that on the council floor we hear each employee is holding themselves to each other in respect to what they are getting. Director Gillingham stated that all employees receive the same COLA except for Union employees. Boersma added that the Youth Center is funded by grants and is not held to the same as everyone else. Director Gillingham stated that there is one employee at the Senior Center that is funded through grants as well.

4. Discussion and possible action regarding Alderperson Bartlett's request to review employee turnover in the Utilities Department

Bartlett stated his concern was not just at Utilities but all departments. He stated there seems to be a lot of turnover with the City. He asked if there was a way to get the information to Personnel without any violation of confidentiality. Director Gillingham stated that she had gone

through the list of Utilities employees from 2014-2017 and noticed there has been an issue when Utilities had hired people from outside the City. They took the position, moved to Stoughton, and within a year or two decided to move back home. Now when we hire we are looking more local. There was some discussion on the employees who had left and what their reasons were. Mayor Olson stated it is a different hiring climate now and instead of advancing from within employees are opting to advance through movement from position to position. Director Gillingham stated that it's a matter of supply and demand and we are not getting the amount of applications that we used to. There was some discussion regarding the other reasons why employees have left Utilities; specifically the linemen. Director Gillingham stated that she and Mayor Olson had met with the linemen and that they fear retaliation in regards to coming forward with complaints Majewski asked who evaluates Leadership to which Mayor Olson replied that she does. Majewski asked, since this was brought to Mayor Olson, if had their fears been addressed. Director Gillingham stated that she has a good relationship with the linemen and is not hearing the complaints she had been before. She also stated that she believed we've made strides.

5. Discussion and possible action regarding Chair Majewski's request to explore consolidation of Payroll

Friedl was asked to join the table. Majewski stated that he is not happy with Utilities duplication of work and the cost it creates because they do their payroll separate from the City. He further stated that everything should be done from a centralized place-the City. Director Gillingham stated that she had met with Mayor Olson and Director Kardasz on the subject and stated they would like to have Baker Tilly do a small study to see what their recommendation would be. Friedl stated they have their system through WIPFLI so it's independent. He stated he does not support the centralization of payroll as there are too many complications involved. He then asked if the City was going to take over the technical aspect as well. Majewski asked what the financial impact of having Baker Tilly do a study would be. Friedl asked if he could be involved to which Director Gillingham replied yes.

Motion to have Human Resources get quotes to explore the cost and scope of services then bring to next Personnel meeting; Boersma, Second Majewski, Approved 5-0

6. Discussion and possible action regarding email vs paper paystubs: Director Gillingham stated this was a slam dunk. She explained for each payroll that is run (26 a year) every employees paystub is printed, folded and inserted into an envelope which then needs to be addressed and, in the case of employees not located in City Hall, postage added. Between the cost and time spent on this task there is much to be saved. Majewski made a motion to look into making electronic versions a reality. He would like it brought back for discussion and possible action in October. Director Gillingham stated that Gini has been busy collecting and entering all of the

emails. She stated we do not have kiosks for internet access which is what many places do, so they will have to go to the Library to print if they do not have access. Friedl stated he was concerned with security. He stated that his paystub has banking information and the routing number is on there. He stated if there were a way to take that information off-sterilize the data, then he wouldn't be opposed. Johnson asked about cost savings to which Director Gillingham replied she already has that and will provide it at the October meeting. ***Motion to look into making electronic versions a reality. He would like it brought back for discussion and possible action in October; Majewski, Second Boersma with the exception that anyone without access will be given an option, Approved 4-0***

7. Discussion regarding the next Personnel Committee meeting scheduled for Monday, September 11th, 2017 due to the Labor Day holiday

Director Gillingham stated that she just wanted to be sure the new alders on the committee knew that the September meeting would be on the second Monday instead of the first Monday due to the holiday.

8. Future Agenda Items

Majewski stated that he thought there was a directive from Council to look at adding an Economic Development department. Majewski suggested looking into communities that use a consultant as well and that she call Watertown. Director Gillingham stated that she had been doing research into what other communities are doing and has started a spreadsheet but is still collecting information. Majewski stated that Alder Swadley put that on the Council floor and he feels that Swadley will try to get it in on the budget. Director Gillingham asked Majewski to let Swadley know that we are working on the information from other communities. She further stated that when she had all of the information, she would update Council. Majewski asked when the budget is brought to Council to which Director Gillingham replied mid-August.

Motion to adjourn Boersma, Second Johnson, Approved 5-0. Meeting adjourned 7:00pm.