

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, January 7, 2019 6:00pm

Mayor's Office

**Present:** Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Thomas Majewski, Sid Boersma, Mayor Swadley, and Director Gillingham

**Also in Attendance:** David Erdman

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:02pm.
2. **Approval of the Minutes** of Thursday, September 13, 2018 and Monday, October 1, 2018 Personnel meetings  
***Motion to approve with suggested edits Majewski, second Bartlett, Approved 4-0***

**Boersma entered the meeting 6:05pm.**

### 3. **Communications**

Director Gillingham stated that this is a very busy time for Human Resources. We are very busy from September until February with benefits and then OSHA and ACA reporting after benefits. There is a lot of data entry associated and that BS&A was not the most Human Resources friendly program available. Majewski asked if there were any other system out there that would make the job easier. Director Gillingham stated that the City had purchased BS&A five years ago and that it is mainly Finance driven with a module for Human Resources. She stated that with a small City such as Stoughton, it is manageable but makes the tasks for HR take longer and there is no employee entry available. Majewski stated it concerned with what may be falling by the wayside while we are spending extra time with data entry. He stated the program may save money in Finance but if it's not HR friendly what would a program such as this cost? Director Gillingham stated that it is approximately \$4.25 per person per month plus. Director Gillingham stated that with most systems that are HR driven, an employee would handle their own benefit enrollment and that information would be sent to both us and the carriers. Much less opportunity for error. Majewski asked that this issue be added to discuss on the future agenda. Director Gillingham stated that payroll is now being done by only one person, Shannon Gunsolus, and that it seemed to be working out well. Mayor Swadley stated that payroll had created a lot of friction at City Hall and thought the process had been streamlined and the duties were pretty clear cut.

### 4. **Discussion and possible action regarding hiring for Utilities Director position**

Erdman stated that during the interviewing process for this position it became clear that one candidate stood out and that the hiring committee decided to bring back just that one candidate for a second interview. After the second interview it was unanimous that the committee wanted to move forward with that individual. Erdman noted the candidates experience and qualifications. Erdman stated that the Utilities committee met at 5:30 this afternoon to approve moving forward and to bring it to Personnel for approval this evening. Director Gillingham stated that this was the first time HR had gone with two panels for the first interview process and that it had a nice flow. It also covered more in a shorter time having two teams looking at different areas of expertise, Tech and Management. She stated that the committee as a whole had been impressed with the candidate and that she by far exceeded the others which is why they requested a second interview with only that one individual. Director Gillingham stated that the offer of the position had been made and was formally accepted with the contingency of approval from both Personnel and Council. She also stated that the candidate could not start the position until March 4, 2019 due to her involvement in a large project at her current position and had asked to keep her acceptance as confidential as possible. Boersma stated he had been involved with the second interview and thought the candidate exceeded everyone's expectations and all on the hiring committee that day had agreed she would be very trainable.

Director Gillingham noted the candidate's lack of experience in wastewater but stated that Brian Erickson had said that the candidate was trainable and was someone he could work with. There was some discussion regarding the possibility of staff retirements at Utilities and that a succession plan may be needed. Reeves asked if the candidate had notified her employer. Director Gillingham stated that she had. Bartlett stated he had heard great things about her. She has a great reputation and her resume is quite impressive. Boersma asked how this

could be kept confidential with this meeting and Council being open meetings. Director Gillingham stated we will do what we can but if the media calls we cannot hide her identity.

***Boersma motion to approve and go to the next Council meeting moving forward with hiring process with the chosen candidate for Utilities Director with a start date of 3/4/2019 with a beginning salary of \$127,150.40 with an increase to \$130,145.60 on 1/1/2020, second Bartlett, Approved 5-0***

**5. Discussion and possible action regarding Finance Director position description changes**

Director Gillingham stated that there were a few minor changes to the position description regarding duties for RDA and some HR/RM duties that did not belong that were highlighted in green. There was some discussion regarding RDA and the City and their relationship. Mayor Swadley stated that the two had been meshed for years but were two different entities by law. Reeves stated that it is imperative that Director Friedl know his role with each entity. She also stated she found this interesting because RDA is not part of the City but requires City funds.

***Motion to approve with suggested edits Majewski, second Bartlett, Approved 5-0***

**6. Discussion and possible action regarding Library Director position**

Director Gillingham stated that the Library Board had invited her to handle the hiring process and provide direction in regards to hiring the replacement of the Library Director position due to the retirement of Richard MacDonald on April 11, 2019. She stated that it is better in some situations to hold off hiring for the Director positions until the current one has left. Due to state statutes, the Library, like the PFC handles the hiring and firing independently.

**7. Discussion regarding Work Rules**

Director Gillingham stated that a Work Rules Committee had been formed. She stated that at the goal was for end of the first quarter after Leadership review the updated Work Rules will be brought to Personnel for approval. Director Gillingham stated that there had been an issue because on call during a holiday had been paid to one department but not another. Boersma stated that the back when that decision was made by the Personnel Committee they knew it might become an issue. Mayor Swadley stated that different departments might allow the employee to skip a break and leave 15 minutes early but another department may not allow it. Director Gillingham stated that if we have consistency then there should be no complaints. Employees need to have respect for different positions in different situations. Majewski asked if there would be training for employees when the Work Rules were finished. Director Gillingham stated that the Work Rules will be approved first through Leadership, Personnel, and Council. Then there would be employee meetings scheduled with the possibility of meetings with CVMIC occurring at the same time. There was some discussion regarding how different positions have different schedules. Director Gillingham stated that the Work Rules team had been established and included Director Schimelpfenig, Director MacDonald and Director Montgomery.

**8. Discussion regarding Right Sizing**

Director Gillingham stated that Director Scheel had been added to the Right Sizing committee and that a Doodle poll had been sent to set up a date for the next meeting. She stated that once that group meets, they will bring a recommendation to Personnel on how to move forward. Director Gillingham stated the group is going to keep asking for Right Sizing, they will keep asking. She stated that it's not just about losing employees, we want them to want to be here. What was done was a slap in the face. There was some discussion regarding the spending of money on the bank building and where that money was coming from if Right Sizing could not be done. Swadley stated the money for that was coming from CIP and not operations which will help operations in being fiscally responsible. Hopefully with the move, the Opera House will have more revenue opportunities. Director Gillingham stated that she and the group are passionate about Right Sizing and feel that if it is not done the City will keep losing employees. Swadley stated that he didn't like seeing the City lose its employees to the public sector. Boersma stated he was concerned that more will leave in the future if salaries don't reflect what the employee is worth.

Director Gillingham stated that she would like to recognize Gini Skarda's efforts during benefits renewal and all of the data entry including benefits entry she's done as well as the recruiting, hiring and scheduling etc. Skarda

thanked her for the acknowledgment. Boersma gave the same praise to Director Gillingham and stated that he thought the Utilities Director Interviews were very professional and well executed.

**9. Future Agenda Items**

Majewski asked that Human Resources software/ systems be added to future agenda items.

- General Employee Sick Time & cost to pay out
- Retirement-Sick time - pay out or into HSA
- Work rules update and on-call status
- Email/Electronic vs paper paystubs Boersma mentioned Kronos
- Timesheet Entry

***Motion to adjourn Boersma, second Bartlett, Approved 5-0. Meeting adjourned 7:09pm.***