

PERSONNEL COMMITTEE MEETING MINUTES

Thursday, January 5, 2017 @ 6:05pm

Mayor's Office

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

Others in attendance:

CALL TO ORDER: O'Connor called the meeting to order at 6:05pm.

Approval of the Minutes of the December 15, 2016 Personnel Committee meeting minutes.
Motion by Lawrence, second by Boersma, Approved 3-0

Communications

Director Gillingham gave a Human Resources update: Jamin Friedl was hired for Utilities Department Finance Manager and will start on January 23rd. All three openings at the Senior Center have been filled. There will be one more opening when Jean Truss gives her formal resignation which is expected in January/February. Desi Weum was hired to replace Kelli Krcma in the Planning Department. We are recruiting for two positions and at this time have received 2 applications for the IT/Media Services Information Technology Director position and 4 applications for the Public Works Mechanic position. Tonight we will be discussing the recent resignation of Laurie Sullivan as Finance Director. 1095C's are due at the end of January. Benefits enrollment is done and the final spreadsheet is being sent to Finance for entry into BS&A. The Library board will meet to decide on whether to move 2 of the Library employees to minimum at a cost of \$700 and \$200 to move the subs. Meeting held with Utilities employees who stated they do not understand if they are doing the same jobs what is the reason for different pay rate. The IT position is a cross of three positions, the PAQ is good but the description is not current. We will send it to Springsted.

Review and action regarding Finance Director position description

Mayor Olson stated that Director Sullivan is leaving and that her final day is 1/20/17. O'Connor read from an email received by him from Tim Swadley stating that he believes quite a few of the City Council members believe that the position should be split into two, Finance and Economic Development. Director Gillingham stated that Economic Development is just a part of her position and that there is no split of wage for two positions. She further stated that the Finance Director position was found to be in range which is \$81,000-\$122,000. For that skill set we will need to hire at the \$100,000 range. She then stated that Mayor Olson wanted the position posted immediately but that we will not likely have hired someone before Director Sullivan leaves the position. Director Gillingham stated that BS&A was contacted and they would be helping to get payroll done along with the Deputy Clerk, Kelli Krcma. Mayor Olson stated that Debbie Blaney would be absent starting the next day (January 6, 2017) and that with Laurie leaving, Debbie absent for up to six weeks, Lisa Aide, the Deputy Treasurer had made a list of things she needs to learn. Director Gillingham stated that they were in discussions with Carla from Baker Tilly to possibly have someone from Baker Tilly assist with projects as well as day to day duties. She also stated that BS&A will remote in to work with Kelli with payroll and City Clerk, Lana Kropf, is good with AP and should be able to handle that. With Debbie gone however, Lisa will be doing both positions. O'Connor asked if Baker Tilly would be full time (40 hours per week)? Mayor Olson stated that it was still being worked out and would be an interim solution. Lawrence asked who would fill Director Sullivan's functions. Mayor Olson stated that Lisa and Lana can sign checks. She further stated that Director Sullivan is making a list of her

duties and a calendar of dates they are done. Mayor Olson stated that she believes the position should be posted as is and be changed if changes were indeed needed. Director Gillingham concurred. Lawrence asked if according to the survey done when the re-org took place if the Clerk should be reporting to the Finance Director. Director Gillingham stated that she had looked at the study and could not find the reasoning. She further stated that it could be changed at any time as there is nothing (including wages) that is tied to who the Clerk reports to. Director Gillingham stated that during the interview process for Finance Director the candidate would be informed that some of those duties may be changed or removed. Lawrence asked Director Gillingham to talk about the hiring policy. Director Gillingham read the portions that applied. Lawrence asked if there shouldn't be a contract for Director positions. To which several people objected stating it would like be impossible to hire if there was a contract attached to the position. Director Gillingham stated that the Work Rules should be looked at to possible add "length of time" before leaving. O'Connor stated that this subject should be discussed in the future. Boersma stated that Director Sullivan was a benefit to the City for a number of years, that we could have used more notice of her leaving, but that we were lucky to have her. Lawrence asked if there would be an exit interview and will he be privy to the notes form that meeting. He stated he would like to know if there are things we could have or can do in the future to prevent good employees from leaving. O'Connor stated that he believes exit interviews to be useless. The person leaving will either usually dump on someone or suggest changes that can't be made. Director Gillingham stated that exit interviews can sometimes be beneficial. Mayor Olson stated that anyone hired for the Finance Director position will have to be involved in Economic Development because it cannot be stripped out of the job. Lawrence asked Director Gillingham what she thought about the position description. She replied that she believes it to be an accurate description and would like to move forward.

Motion to post with current position description as is by Lawrence, second by Boersma, Approved 3-0

Future Agenda Items

O'Conner stated that the following should be added to future agenda items: Springsted phase III; pay for performance; contracted employees vs Work Rule changes

ADJOURNMENT

Motion to adjourn by Lawrence, second by O'Connor, **All in Favor (3-0). Meeting adjourned at 6:50pm.**