

PERSONNEL COMMITTEE MEETING MINUTES

Monday, June 13 @ 4:30

Mayor's Office

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

Others in attendance: Lt Jenks, Chief Leck, Bob Kardasz

1. **CALL TO ORDER:** Director Gillingham called the meeting to order at 4:31pm
2. Approval of the Minutes of the April 6, 2015 Personnel Committee Meeting and the Minutes of the 6/1/2015 Personnel Committee Meeting. Motion by Lawrence, second by O'Connor. Motion carried unanimously.
3. **Communications:**
 - a. Director Gillingham explained that the WPPA contract will expire on 12/31/2015. She has been in touch with the Union Representative because she needs a ballpark number for medical insurance they will begin negotiations in Sept/Oct. She also explained that she has met with Attorney Steve Zach from Boardman Law Firm and will be using him for the negotiations. Both Director Gillingham and Chief Leck interviewed Zach and were impressed with his credentials. His hourly municipal rate is less than Attorney Chrone.
 - b. Attorney Update: Melli Walker law firm has been dissolved. This is the firm that has represented the City for Personnel and Union negotiations. Both Chief Leck and Director Gillingham have requested that the City interview and try a few new attorneys. Chief Leck stated that there were clauses in the previous Union contract that should have, in his opinion, not been allowed in and attorney Chrone does not appear to be as active with Union negotiations. Director Gillingham also stated she would like to try a different employment attorney. Alder Lawrence said he would like one for both. Director Gillingham stated she is trying a couple of attorneys to get a feel for them. She is going to RFP the attorney at the end of the year. Kyle Guyla from Von Breisen is also being used to assist with the Sergeants being removed from the Union as this is his area of specialty. There is no plan to continue using multiple firms/attorneys. As explained by the Mayor, we are trying a couple of attorney's to see how they perform and then will make a final decision.
 - c. Director Gillingham stated that the Tech Services Supervisor position was filled internally by Klare Girgen. Klare's promotion created an opening in Adult Services which will be filled by the end of July. There are currently three internal candidates.
 - d. Norm Brekken retirement- July, David Vogel off in July-retire in September.
 - e. PD Sergeant Union Discussion- (Director Gillingham & Chief Leck) O'Connor asked if minimum staffing had been addressed, Leck and Gillingham stated it had been addressed months ago. The Personnel committee was brought up to speed regarding the interviews for legal

assistance for the sergeant's removal from the union. Chief and Director Gillingham decided on Kyla Guyla. Again, this is another attorney that we are trying out before the RFP's are requested.

f. Director Gillingham updated the committee regarding the Utilities employee that was unable to return to work following the exhaustion of her FMLA. The accommodations set forth by her physician were not reasonable and the City was unable to accommodate. Director Gillingham also looked at other positions within the City trying to find a position within the City that would meet the restrictions. The employee met with Director Gillingham and the employee stated she did not feel she could return to work. The position has been posted and interviews begin next week.

4. Old Business

- a. Director Gillingham reported that a meeting had been held with M3 Insurance to get a quote. A meeting is being setup with Cottingham and Butler as well. We also have meeting setup with Tricor for next week. O'Connor questioned the drug that Auxiant approved. Director Gillingham explained that it would be further discussed at the meeting next week.

- b-e. Director Kardasz explained that the job description changes were simply updates to reflect the current duties and requirements. None of the changes would affect compensation. Boersma asked who conducts the testing. Director Kardasz explained the role of the DNR and the testing. Boersma asked who pays for the testing. Director Kardasz stated we will pay for tests 1 & 2, if necessary. Move to approve Lawrence, 2nd O'Connor, vote: all in favor.

5. New Business

- a. Request to change the Utilities Customer Service Technician position back to full time; this was previously presented to Council to change to two part time positions. We have been unable to recruit for two part-time employees and to keep two part-time employees. Therefore, Utilities would like to change the position back to one full time position. Per Director Kardasz, there is no financial impact. Motion to administratively approve to move position back to full time and to forward to council for final approval by Lawrence, 2nd O'Connor, all in favor.
- b. Reviewed Chief's letter to hire early due to a retirement. Move to approve early hire with the approval of the PFC. Move to approve O'Connor, 2nd Lawrence, vote: all in favor.

Chair Boersma asked that we move the meeting time to a 6:00 start so Alderperson Majewski is able to attend the meetings. All were in agreement.

ADJOURNMENT

Motion to adjourn by Lawrence, second by O'Connor. Motion carried unanimously. Meeting adjourned at 5:15pm.