

PERSONNEL COMMITTEE MEETING MINUTES

Monday, June 5, 2017 6:00pm

Mayor's Office

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

Others in attendance: Director Brett Hebert

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:00pm
2. **Approval of the Minutes** of the May 1, 2017 Personnel Committee meeting minutes.
Motion to approve Bartlett, second by Johnson, Approved 4-0

3. **Communications**

Director Gillingham gave a Human Resources update:

- Union contract negotiations: Are underway and we have been discussing the hours from part-time staff, there are two. We've been advised to hold off on that. Another thing the PD brought up was that they believe they should be paid double time if they work on Syttende Mai as it is a date they are not allowed to request time off. We told them no. If we require coverage we can contact Dane County. Our counsel, Zach, said no to double time.
- Work Rules: Director Gillingham stated that she has completed a rewrite of the entire City of Stoughton Work Rules. The plan is to set up meetings with Leadership and take the redline version and rewritten proposed copies to them in four different sections of twelve pages each, then meet with Personnel to discuss. With the Personnel Committee's approval we will then take it to Council.
- Lawsuit: Director Gillingham stated that there was an old lawsuit from a previous applicant claiming discrimination.
- Work Permit Reimbursement: Director Gillingham stated that a woman from the school called regarding the reimbursement of her child's work permit fee. This brought to light the fact that the work permits fees have not been being reimbursed since 2008. We have no idea why they stopped but have taken steps to rectify the situation. Gini has identified all of the minors who should have received a reimbursement since 2008 and we will be generating checks through AP for those who are no longer here. The minors who are still employees will receive the reimbursement on their next check along with a letter explaining the situation. Most of the minors were hired in the Recreation Dept. and the funds will be taken from that Dept. (or whatever Dept. the minor worked in) to pay for the reimbursement.
- IT/Media Director: Director Gillingham stated that first interviews are set up for June 8th and June 15th. For the first interview the panel will include: Michael Engelberger, Donna Olson, Director Scheel, Chief Leck, Brian Hoops, Director Brehm and myself. The second interviews will be a panel of experts from the area.
- Utilities Accident: Director Gillingham stated that while working one of the Utilities employees had been hit by a car and the car had taken off. The employee was taken to the hospital and

cleared for return to work by the physician who saw him. She also stated that an accident reenactment with a consultant from the UW had since been done and we learned from this that our *accident kits* and *witness cards* are not up to date. These sites are not set up as work zones because the workers are only on scene for 10-15 minutes.

- Utilities Employee Leaving: Director Gillingham stated that Wastewater Operator had turned in his resignation, has taken a position with Janesville and his last day will be 6/16/2017. We have posted a limited term position to assist until we have a full-time employee hired to replace him. We have posted for the Water Operator position as well.

Bartlett asked if we had noticed a difference in the quantity or quality of the applications received with the IT Director position this time as opposed to previous postings. Director Gillingham stated she didn't believe there was much difference. She stated that we had received 19 applications. Of the 19 only 10 had some/most of the qualifications. She stated those 10 had been vetted by herself, the Mayor and Director Scheel and the number was narrowed down to 5.

4. Discussion and update regarding request for change to Work Rules: Hours of Work (No changes recommended per Director Gillingham and Mayor Olson)

Director Gillingham asked to table this because as she had stated earlier she had rewritten the entire Work Rules and believes rather than doing bits and pieces the whole thing should be covered when the revised Work Rules comes to Personnel.

Motion to table; Boersma, Second Bartlett, Approved 4-0

5. Discussion and possible action regarding Work Rules: Rest Periods

Majewski asked to table this as well for the same reasons.

Motion to table; Boersma, Second Bartlett, Approved 4-0

6. Review and possible action regarding compensation plan and annual review

Director Gillingham read aloud the memo she wrote regarding the comp plan and annual review.

Motion to approve to move the employee who has achieved goals/certificates to next grade level and step above where they currently are by Boersma, Second by Bartlett, Approved 4-0

Motion to approve deadline for submission of request for reconsideration in May with the exception of 2017 which will be July by Majewski, Second by Boersma, Approved 4-0

7. Discussion and possible action regarding the following position descriptions:

- **Media Technician – Camera Person**
- **B. Media – Producer**
- **C. Media Technician – Film Director**

Director Gillingham requested this be tabled until we receive grade levels from Springsted.

Motion to table; Majewski, Second Bartlett, Approved 4-0

8. Discussion and possible action regarding proposed position description title change from “Forester/Machine Operator” to “City Forester”

Director Gillingham asked Director Hebert to come forward and stated that Hebert had rewritten the position description for the Forester position and could better explain the changes and the need for

them. Director Hebert stated that the position requires someone with a stronger background, education and experience in Forestry. Hebert stated that it was not fair to require this position to have dual titles as Forester is really what they are so the new title would be City Forester. He stated that he had scrapped the old version and written a new one to fit the needs of the position. He then went through and explained the changes and reasons behind the changes. Majewski stated that the selection of trees by the department was way out of hand and in the last year there have been too many species of tree selected that are weak and will not live or thrive in this area. I have an issue with these choices and believe the person in this position needs to reach out to nurseries in this area and see which varieties do best here. Hebert stated he believes a true Forester will know have those answers. Majewski stated that the City needs a more effective Urban Forester to plan our urban forest. Hebert stated that he is on the same page. Johnson stated she had a recommendation for the Tree Commission but when they last met they did not have a quorum. Boersma stated there doesn't seem to be an up to date inventory and no data entry of species. Majewski asked why we are planting small trees where there are no power lines. Hebert stated that they had to look at not just power lines but sidewalks cracking as well. Hebert stated there were definitely holes in the tracking. That is a critical tool which we hope to fill with this position filled. We needed to identify our weaknesses in order to fix them. Johnson asked about resourcing for trees to which Hebert replied that there is so much competition that we are sourcing Illinois, Green Bay, etc. Majewski stated that sourcing will be part of this positions job. There was some discussion on the current policy for planting on private property. **Majewski directed Director Hebert to return to Personnel with a policy on the planting of trees on private property.**

Majewski stated he wants it to be very clear that this person will not be subordinate to the Street Supervisor or the Parks Maintenance Supervisor. There was some discussion regarding the change of weight lifting requirement having been lowered. Director Gillingham stated that Occupational Medicine should be evaluating and setting these standards. She stated we will have to look into this.

Motion to approve position description with the specified changes by Boersma, Second by Bartlett, Approved 4-0

9. Discussion, review and possible action regarding open Forester/Machine Operator position and recommended position description updates

Director Gillingham said that the position would be a grade 11 at step 5 with a pay rate of \$23.20 per hour. She stated we do not have new recommendation from Springsted. Hebert stated here is a little wiggle room with that pay rate. Director Gillingham asked if we should go with the current grade and rate which will fall within the 2017 budget.

Motion to move forward with hiring for position with "City Forester" title and position description with requested revisions using grade, step and compensation from Springsted determination by Majewski, Second by Johnson, Approved 4-0

10. Future Agenda Items

Director Gillingham informed the committee that she has Springsted drawing up a contract for future services. They will then come in to train leadership in the performance review process. Bartlett asked if performance reviews were already being done to which Director Gillingham replied that there were but only by some leadership were doing it and the process they used made her uncomfortable in some

circumstances. Boersma stated he would like to have Springsted come back and give us presentation of what the plan for the future is. Johnson asked why the Utilities Dept. had their position descriptions on the consent agenda rather than regular Council. Director Gillingham stated that it was regarding the positions with certificates. Boersma spoke regarding health insurance cost. Director Gillingham stated they have a not to exceed number and if Delta (who was our biggest increase this year with double digits) comes back with bigger numbers she will hit them with taking the employees adult children (up to age 26) off of the plan and they should recalculate. Majewski stated he would like to see centralized payroll instead of two separate (Utilities and City Hall). Discussion regarding payroll. Majewski requested this item be added to the next agenda.

11. Motion to adjourn Boersma, Second Johnson, Approved 4-0. Meeting adjourned 7:47pm.