

PERSONNEL COMMITTEE MEETING MINUTES

Thursday, September 13, 2018 6:00pm

Mayor's Office

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

Also in Attendance: Brandi Yungen, Carol Cushing, Shannon Gunsolus, Erin Goldade, Martin Seffens, Aaron Mattingly, David Erdman, Director Hebert, Chief Leck, Director Scheel, Sean Grady, Brian Hoops, Kent Thompson, Phil Zweep, Director Montgomery, Chief Wegner, Dan Glynn, Alexander Cramer

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00pm.
2. **Approval of the Minutes** of the July 2, 2018 Personnel Committee meeting minutes.
Motion to approve Boersma, second by Majewski, Approved 5-0

3. **Communications**

Director Gillingham referred the group to the most current leadership report for details due to the am. Chair Reeves asked that everyone be mindful of the time and respectful of others considering the length of the agenda. Boersma stated he needed to leave at 7pm and asked if he did so would there be a quorum. The consensus was that there would be.

4. **Discussion and possible action regarding Longevity payment**

Director Gillingham asked Shannon Gunsolus, from payroll, to the table. Director Gillingham stated that while working on a termination with Shannon Gunsolus they had talked about how payout for longevity is handled for someone who is terminating their employment. In gathering information, we learned from Chief Leck that longevity is paying for the previous year. As the rule reads at this time: If an employee does not complete the current year, the payout for longevity is pro-rated. Does a person have to complete the year through 12/31 to receive the longevity for that year? Do you want to keep the proration factor or not, it's currently paying for the previous years' service and the current year at a pro-rated rate. Chief Leck stated that the Longevity is not paid at the end of the year, it is paid the first week in December. Director Gillingham stated it was paid at that time for convenience and no other reason. Chair Reeves stated that this means someone who leaves six months into the year would then be paid at a pro-rated rate for those 6 months service. She also, stated she feels that an employee should get credit for the time they've been working. Boersma asked what the cost to the City. Director Gillingham stated that currently it's being paid pro-rated so if the policy were changed it would be a savings. Director Gillingham stated her opinion was that proration should stay in place. Majewski stated it should be time served.

Motion to approve both Majewski, second Boersma, Approved 5-0

5. **Discussion and possible action regarding the Compensation Plan including wage scale, process to progress through the steps Compensation Model**

6. **Discussion and possible action regarding 3% wage increase**

7. **Discussion and possible action regarding options for right sizing**

Director Gillingham asked Chief Leck and Director Hebert to the table. She stated the whole presentation had been given to Council by the ADHOC Committee and Council had supported the proposal. Chief Leck and Director Hebert went through the slides in the Power Point. Director Gillingham stated that if anyone wanted the Power Point, it had been included in the packet that went to Council on August 15th. Bartlett stated it was also on WSTO. Director Gillingham asked for approval from Personnel to move forward with this plan into the budget process. Hoops asked if this plan will cover compression. Director Gillingham stated that right sizing will address compression if and when implemented. Director Hebert stated that we do not want Stoughton to be the training ground for other Cities and want our employees to be paid a competitive wage. A document with the pay scale was handed out showing steps and step increases. Chief Leck stated that this will attract new employees as well as retain the employees we currently have so we will not lose that institutional knowledge. Director Gillingham stated to update the new scale would be 3% or approximately \$156,000 and the cost for

right sizing – (3% to the scale and step place would be \$293,000) so it would be an extra \$137,000 to for one shot to make this happen during the 2019 budget. Boersma asked the implications for 2020. Leck stated it is ongoing so that is the base cost. Boersma asked where the City will get the funds for this. Hebert stated that it will have to go to Finance. Director Gillingham stated that we need to make this a priority. Different departments have requests for extra employees and/or equipment. Instead of those extra employees and/or equipment we would ask that this is made the priority. She then asked what message we are sending to our employees if we *don't* make this a priority. Director Gillingham stated that what they are looking for is approval from Personnel to move forward with the plan. Leck stated that the ADHOC Committee is asking that this plan be a priority. Boersma asked if delaying the plan would save money. Hebert stated it will actually cost the City more the longer it is delayed as the City will fall behind more and more every year.

Motion to approve recommended compensation process and send to council for final approval and adoption: Boersma, second by Bartlett, Approved 5-0

8. Discussion and possible action regarding 2019 Benefits Renewal: Medical and Dental

Director Gillingham went through the power point presentation regarding Quartz stating that the increase for healthcare premiums went up 5.95% for 2019. She then discussed the possible change from a 2 tier plan to a 4 tier plan. Boersma asked if Director Gillingham had a recommendation. Director Gillingham stated her recommendation was that the City move to the 4 tier plan.

Motion to approve Boersma, Majewski second, Approved 5-0

Director Gillingham stated the second decision was whether or not to accept the renewal with Quartz with an increase of 5.95%.

***Motion to approve both Majewski, Bartlett second, Approved 5-0
Boersma left the meeting.***

9. Discussion and possible action regarding Utilities Interim Director

Director Gillingham stated that she would like to form a committee to make decisions on hiring for the new Utilities Director in order to fast track the hiring for this position. Her recommendations for the committee members were: David Erdman, Chair of the Utilities board; Sean Grady, Stoughton Utilities Operations Superintendent; mayor Swadley, Director Gillingham and possibly Matt Bartlett. A request was made that Gini send out a request for a meeting to these individuals for early next week with several choices for dates to meet. There was some discussion regarding the position description from 2014.

Bartlett Motion to move forward with forming a committee; the committee to vet the 2014 position description and when finalized is to be sent to the Personnel Committee members; Majewski second, Approved 4-0

10. Discussion and possible action regarding the review of City Ordinance (Code 1986, § 1.05(7)(b)) (Sec. 2-287. – Duties) regarding the reporting of the Utilities Director to the Utilities Committee. Committee to discuss and take possible action to change the reporting from Committee to the City Mayor, if necessary.

Director Gillingham stated that the reporting was not consistent with the position description and that other directors report to the Mayor.

Motion to approve Bartlett, Majewski second, Approved 4-0

**11. Discussion and possible action regarding Utilities Hiring and position description
Item #11 was approved with item #9**

12. Future Agenda Items

- Sick time cap needs to be reviewed per request for general employees when they retire– City cannot afford the payout.
- Email/electronic paystubs. BS&A has said this will work through the system
- Moving forward with the Police Department doing their own timesheets vs doing paper timesheets.

Motion to adjourn Bartlett, Majewski second, Approved 4-0. Meeting adjourned 7:15pm.