

## **PERSONNEL COMMITTEE MEETING MINUTES**

**Monday, April 6, 2015 @ 5:30**

**Mayor's Office**

**Present:** Alders Tricia Suess, Paul Lawrence, Sid Boersma and Mayor Donna Olson (ex-officio)

**Absent & Excused:** Eric Hohol

**Others in attendance:** Robert Kardasz, Greg Leck,

### **CALL TO ORDER**

Suess called the meeting to order at 5:30 p.m.

1. Call to Order
2. Communications
  - Update on Recruiting

Director Gillingham gave an update regarding the ten open positions that she is recruiting for. A limited discussion took place regarding the concern about the turn over at Utilities. Director Gillingham informed the Personnel Committee that she has a meeting scheduled with Director Kardasz and the Mayor on 4/7/2015. We discussed the situation within the office for staffing. Jenifer Rigdon just gave her notice and Enecia is out on FMLA and is not due back for another 7+ weeks. Therefore the second Customer Service Position is a necessity and the position needs to be put on the fast track. There are currently are 4-5 positions we are recruiting for in the Utilities.

Seasonal Parks- Alderperson Seuss asked about the season position and why there was an opening. Director Gillingham explained that these are seasonal positions and not all employees return for each of the seasons. They may find other regular not season employment.

Administrative Assistant-Front Desk: There are two positions open. Director Gillingham stated she is reviewing the applications and will get the interviews setup with Director Sullivan and an Alderperson.

HR/RM Assistant- Director Gillingham stated that the position is on hold until the job description and compensation are approved by Personnel and Council on 4/14/2015. Items to be discussed at this meeting.

Per Director Gillingham, the library shelver openings are on-going recruiting.

- Exit Interviews

Director Gillingham has started conducting face-to-face exit interviews with employee's that are departing from the City. She met with two Utilities programs and following each meeting she met with Director Kardasz to discuss the feedback, common threads and opportunities for improvement. A meeting has been scheduled on 4/7/15 with Director Kardasz, Mayor Olson and Director Gillingham to discuss the turnover volume and exit interview feedback.

- Update on Wage Compensation Study by Springsted

Director Gillingham and Mayor Olson shared with the committee the weekly meetings that have been scheduled with Springsted to bring the project to a close. The current step Director Gillingham is working on is the validation of the data and review of the job descriptions and PAQ's that were submitted.

Alder Lawrence questioned how long the project has been going on. Mayor Olson stated to long and shared with the committee the frustration we and other cities are experiencing with the timeliness and results.

- Case Management- Accidents/WC/FMLA

Director Gillingham reviewed the case volume and number of employees that are off work. She also reviewed the employees that will be returning to work light duty. All employees off work or reported injury are being case managed to ensure the best possible outcome.

- Update on Retirement Rates for Medical Insurance

Director Gillingham reported that the letters were sent out with the April Invoices.

Alder Suess asked that another letter be sent out to the retiree's midyear reminding them about the rates going up dramatically and if interested, look for alternatives.

3. Approval of the Minutes of the March 2, 2015 Personnel Committee Meeting

Motion by Boersma to approve the 3/2/15 Minutes, Second by Lawrence, Motion passed (4-0)

4. Old Business

- Review and action regarding payroll duties, updated job descriptions and compensation  
Mayor Olson stated that she had met with the Auditor regarding the separation of duties. It was recommended that the responsibilities of system setup and maintenance be separate from the person processing payroll. The Mayor asked Directors Sullivan and Gillingham that a permanent home be found for the payroll responsibilities and that they person takes over payroll and owns it. Mayor Olson further stated that she just reviewed the job descriptions prepared by Director Sullivan and she would like them change to focus on what versus how. The Mayor stated this is the same change that she requested from Utilities.

Director Gillingham stated that the meeting was held with Director Sullivan and Mayor

Olson and the decision was made to move payroll to the Deputy Clerk and increase the hours from 20-30. Alder Lawrence made a motion to table the job description changes and hours increase for Administration. Second by Boersma, Motion passed (4-0)

A Personnel Committee meeting will be called on 4/13/15 at 4:00 to review the updated job descriptions and request for additional hours. .

- HR & RM Assistant position- with the removal of the payroll duties, Director Gillingham completed the job description update along with the title change to reflect the duties. Director Gillingham requested that the compensation also be increased up to \$17.00.  
Motion by Lawrence to approved the title change to Human Resources & Risk Management Generalist, the revised job description and compensation up to \$17.00. Second by Boersma, Motion passed (4-0)

## 5. New Business

- Utilities- Review and approval of the Customer Service Position job description update and 2<sup>nd</sup> position (part-time) at the current rate of pay (\$14.26-4 steps to \$15.74)  
Director Kardasz discussed the need for the second customer service employee. Director Gillingham also discussed that there is also an employee out on FMLA for potentially 12 weeks. Motion by Lawrence to approve the updated job description, 2<sup>nd</sup> position and compensation. Second by Suess, Motion passed (4-0)
- Review and approval of the Work Rules-Sergeant's position  
Director Gillingham reviewed the steps necessary to move the Sergeants from the Union. The next step in the process is updating the work rules and making the Sergeants whole by utilizing sections from the Union Contract. Director Gillingham and Chief Leck reviewed and discussed with the Personnel Committee each of the sections added and or changed the work rules. Motion by Lawrence to approve the recommended changes to the work rules, second by Boersma, Motion passed (4-0)
- Future Agenda Items
  - Recruiting update- new employees
  - Revised Job Descriptions-Administration
  - Elections- Chair and Vice-Chair
  - Police Sergeant- next steps

## **ADJOURNMENT**

Motion to adjourn by Lawrence, second by Boersma at 6:20pm. Motion carried unanimously 4-0