

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, October 1, 2018 6:00pm

Mayor's Office

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

**Excused:** Thomas Majewski

**Also in Attendance:** Marty Seffens

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00pm.

2. **Communications**

Director Gillingham stated that this is a very busy time for Human Resources as we are moving into the benefits open enrollment period. She stated that benefit letters were being written and would be sent to all of the employees stating what benefits they have at this time and what choices are available to them. As voted on at the September meeting the medical plan had been changed to a 4 tier plan. She stated that the City has 100+ benefit eligible employees at this time.

Director Gillingham stated that the Deputy Clerk position had been filled by Candee Christian who comes to us from the Town of Exeter. She also thanked Gini Skarda, Human Resources & Risk Management Generalist, for her contributions in the last weeks. Director Gillingham stated that our goal is to move more toward employee self-service for benefit renewal. This takes a software module in BS&A to make this happen.

Director Gillingham stated that although the Personnel Committee did not deal with the Risk Management part of our department; she did want them to know the department had been busy with renewals and new and/or open cases.

3. **Discussion and possible action regarding hiring for Utilities Director position**

4. **Discussion and possible action regarding the revised Utilities Director position description**

Director Gillingham stated that there was a rough timeline for hiring for the position. The position description had been updated and once approved by Personnel, would go to Council on 10/9/2018 for approval. She asked that HR Generalist, Gini Skarda, communicate with Stoughton Utilities Operations Superintendent, Sean Grady for ideas on where would be the best places/locations for advertisement. Boersma asked if enough was being done to include Council with regards to the position description. Mayor Swadley stated that the policy states it should go to Personnel and then Council. Director Gillingham stated that the policy on hiring for a Director was being followed to a T. Mayor Swadley also stated that the first reading of the ordinance change had been read at the last Council meeting. Alderpersons did not have anything to add and/or change on the position description/hiring process. Director Gillingham stated the timeline would be approximately this:

10/9/2018 Position Description to Council

10/10/2018 – 10/31/2018 Post and advertise position

Week of 11/19/2018 First Interviews

1<sup>st</sup> week of December second interviews

With a possible start date between 1/2/2019 and 1/14/2018

In the meantime, she stated, they would be working on interview questions and the format. They had thought they might take a different approach and use two panels to simultaneously interview, one focused on Tech and one focused Administration. She stated they may also have the interviewee do a presentation as part of the process.

Director Gillingham stated that there were a couple of changes to the position description:

- Bachelor's degree in something but preferably Engineering
- Designation as an Operator in Training
- Specific Licenses
- DNR Operating Certificate
- Update to 10 years Utility experience
- More leadership skills

Reeves stated she would like to see the word “controlling” from all position descriptions. Director Gillingham stated that that could be done in the future as position descriptions are updated. There was discussion on pulling the latest director position description and adding some of that language in the future as a possibility.

***Motion to approve moving forward with hiring for the Utilities Director and approval of the position descriptions with changes discussed at this meeting Boersma, second Bartlett, Approved 4-0***

***Chair Reeves and Boersma voiced their appreciation of all of the hard work done on the hiring process for this position.***

## **5. Future Agenda Items**

- General Employee Sick Time in regards to Retirement
- Work rules update and on-call status
- Email/Electronic vs paper paystubs
- Timesheet Entry

***Motion to adjourn Bartlett, second Reeves, Approved 4-0. Meeting adjourned 6:40pm.***