

PERSONNEL COMMITTEE MEETING MINUTES

Monday, March 2, 2015 @ 5:00

Mayor's Office

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

Absent & Excused:

Others in attendance: Robert Kardasz, Laurie Sullivan, Greg Leck, Al Adams, Luanne Alme (Union Representative), Brad Schroeder (Tricor)

CALL TO ORDER

Suess called the meeting to order at 5:10 p.m.

1. Communications

- Update on Police Department Longevity Double Payment

Director Gillingham re-capped for the committee the double longevity payment that occurred and affected the police department employees. Director Gillingham reminded the committee that the computer system payroll is processed through was implemented in June of 2014. At that time she was not employed by the City and the Finance Director and other employees worked with the software company to establish the programming and pay rules. A system rule was setup by the software company that automatically paid the longevity payment to the Police Department employees on a set date for regular payroll. This was hard coding and was programmed into the system. It was not evident that the programming was setup. Human Resources ran a special payroll for longevity. On the next regular payroll the system's programming automatically added the longevity to the police department employee's paycheck. Director Gillingham went on to explain that Director Sullivan, Mayor Olson and Director Gillingham had a conference call with BS&A and all hard coded bonus type payments were removed by the software company.

- Update on 2015 Payroll Compensation Entry

Director Gillingham stated that at the beginning of 2015 there were corrections for compensation entry due to the spreadsheet that was provided had some incorrect information. Employees that did not receive a raise were on the spreadsheet noted with an increase, steps were missing for a few employees, some of the starting wages were incorrect, and therefore the increased wage was incorrect. Human Resources entered all increases according to the spreadsheet provided by Finance. Next year, Finance has agreed to provide us with a finalized budget versus recommended budget spreadsheet. Errors were corrected on the January payrolls.

- Update on A. Johnson re-payment

The contract/agreement between the employee and the City was sent back to Attorney Crone on 2/24/15 with a few recommended changes. Ms. Alme from the Union questioned why the contract had not moved forward. Director Gillingham stated that they were waiting on attorney Crone.

- Update on Front Desk Position

The position has been re-posted internally and externally. Director Gillingham is going to expand the search and post on other boards and websites.

- Update on Wage Compensation Study by Springsted

The preliminary survey results have been received. A Leadership meeting was held to review and discuss results. Following the Leadership Meeting Director Gillingham sent a list of questions and feedback to Springsted. We are awaiting their responses. Directors are further reviewing the results.

2. Approval of the Minutes of the February 9, 2015 Personnel Committee Meeting

Motion by Lawrence to approve the February 9, 2015 Personnel Committee Meeting Minutes, Second by Alderperson Hohol. Motion passed (5-0)

3. Old Business

- None

4. New Business

- Discussion on updating Utilities Position Descriptions for the Utilities Electric System Lead Lineman and the Utilities Lead Meter Technician/ Journeyman Lineman

Motion by Hohol to approve the updated job descriptions for Utilities Electric System Lead Lineman and the Utilities Lead Meter Technician/Journeyman Lineman, second by Lawrence. Approved (5-0)

- Discussion on Health Insurance Rates regarding Stoughton Retirees

Director Gillingham shared with the committee the feedback received from Retiree R. Helstad regarding the dramatic increase in the 2015 Retiree Health Premium. Helstad stated there was no prior notice therefore, when the invoice was received from the City his premium had gone up approximately 25% and he was shocked. In February of 2014, Council approved to change the retiree rates to the COBRA rates. There was no communication from the City to the Retirees. Therefore, because of the timing of the increase, they are unable to get into the HealthCare Exchange as the open enrollment has closed. Their only alternative option would be a private policy. It was requested that because the City did not properly notify the retirees regarding the health insurance premium that the rate for 2015 be adjusted from the COBRA Rate to the 2014 rate plus 10%, which is the increase percent all City Employees received. The impact to the City for the six retiree's would be approximately \$19,000, depending on claims as we are self funded. Motion by Hohol to approve six retirees rates for 2015 be set at the 2014 rate plus 10% and notification be sent to all retirees stating their rates for 2015 and that the 2016 rate will be the COBRA rates, Second by Lawrence, motion passed (5-0)

- Discussion on same sex partnership health insurance

Director Gillingham explained that the existing City of Stoughton Plan Description for the Health Plan states that we all same sex domestic partners only. Director Gillingham went on to explain that the City is following the Wisconsin State Statutes. Hohol stated that if a couple can get married then if they want on the insurance they should do so. Otherwise, if they are same sex the policy allows them on as they cannot get married. Recommendation by Hohol for no action. Recommendation by Lawrence for no action. Motion by Lawrence to uphold the current plan design on married and same sex partners and take no action. Second by Hohol, motion carried 5-0.

- Discussion on the Human Resources/ Risk Management Administrative Assistant position to act on:
 - Updated Job Description- Not addressed at the meeting.
 - Compensation Increase-Director Gillingham provided the committee with job descriptions and salary surveys to show the committee that the wage rate of \$13.91 is not market competitive for the duties the employee in this position is being asked to perform. The committee reviewed the documents and discussed the information. She also stated that the job has been posted and there have been no applicants.
 - Hours worked increase from 20 hours per week to 30 hours per week-Director Gillingham requested that the hours be increased from 20 to 30 hours due to workload and duties.

Motion by Lawrence to approve the Human Resources/Risk Management Administrative Assistant Position from 22.5 hours/week to 30 hours/week. second by Hohol (5-0) approval.

- Discussion of addition to Deputy Treasurer's Job Description to include "Temporary Job Duties" and review compensation.

Director Gillingham shared with the committee that the Deputy Treasurer had approached her as she stated that her Manager the Finance Director had sent her to Director Gillingham to address the issue of her duties and concern about compensation. The Deputy Treasurer has been responsible for payroll and related duties off and on since 2009. With the departure of the Human Resources/Risk Management Assistant Director Gillingham stated she does not have time to complete the payroll and also stated that she was suppose to act as back and has been the primary with the Deputy Clerk's assistance since she stated in July. In December the Human Resources/Risk Management Assistant became responsible for timesheet entry and import as well as running payroll through the voucher distribution step. With the payroll duties going back to the Deputy Treasurer, the Deputy Treasurer has requested additional compensation. Director Gillingham pulled pay scales and the median salary was below what the Deputy Treasurer is making. Therefore, if the committee wants to increase the compensation an option for increase would be based on paying above median at 75%. Director Gillingham supplied the committee with the calculations and discussion points.

Alderperson Suess stated she does not support the increase because the duties are not higher responsibilities. Increases in the past were based on the person taking on higher level responsibilities. Alderperson Hohol stated he does not support the increase as the duties are not at a higher level. He asked if salary was taken back when the duties were relinquished and Director Sullivan stated no. Alderperson Hohol stated increases should be merit based not because someone takes on more or complains. He stated to Director Sullivan that she should de-

prioritize some of the Deputy Treasures duties. He also stated that the Deputy Treasurer position has higher level responsibilities than payroll; there for lower level work should not equal extra pay. He also pointed out that she is hourly and has the opportunity for OT if working extra hours. Alderperson Hohol also asked what about all the others who go above and beyond. You can't treat just one person this way. Director Sullivan said that she has been working on shifting work. Director Gillingham and Mayor Olson stated that Julie is relied upon heavily as the go to person for payroll. She knows the City and the system and understands the pay practices and backend accounting. She will always be a go to person. Alderperson Boersma said it's bad if you increase and take it back when she is no longer the primary person for payroll. Director Gillingham stated that she would like to see payroll move into accounting as payroll ties so closely with accounting. Chief Leck stated that the BFO codes only make the process more complicated and confusing. Mayor Olson stated that the payroll process needs to find a permanent home and not continue to be volleyed between departments. Motion by Hohol to not to increase the Deputy Treasurer wage due to additional duties and Mayor Olson, Director Sullivan and Director Gillingham to meet and determine where the payroll duties should land. Second by Boersma (5-0) approved.

- Discussion and action on Outsourced Cobra

Director Gillingham requested that the administration of COBRA benefits be outsourced to remove potential liability due to non-compliance to EBC Corporation. Brad Schroder (Tricor) explained that he could not think of an organization of our size that does not take advantage of outsourced COBRA Administration as the fines and penalties are costly and the process is time consuming. Director Gillingham and Brad Schroeder reviewed the costs with the committee. Motion by Lawrence to approve the outsourcing of COBRA Administration to EBC Corporation. Second by Hohol (5-0) approved.

- Moved to closed session at 6:40pm
- ****CLOSED SESSION - **The Personnel Committee may meet in closed session per State Statute 19.85 (1)(e), when competitive or bargaining reasons require closed session discussion or deliberation regarding the terms and conditions of **Movement from Represented to Non-Represented for Police Sergeants**. If the Committee meets in closed session, the Personnel Committee will reconvene into open session to proceed with the remaining agenda items.****
- Moved to Open Session 6:50pm

Motion by Lawrence to move forward with the movement from Represented to Non-Represented for Police Sergeants. Second by Holhol, carried 5-0

ADJOURNMENT

Motion to adjourn by Lawrence, second by Boersma at 7:00pm. Motion carried unanimously 5-0

