

**PERSONNEL COMMITTEE MEETING MINUTES**  
**Wednesday, September 15, 2021 @ 6:00 pm**  
**Remotely Via GoToMeeting**

**Present:** Lisa Reeves (Chair), Fred Hundt (Vice-Chair), Thomas Majewski, Brett Schumacher, Mayor Swadley and Director Gillingham

**Also in attendance:** Director Ramsey, Amy Ketterer, Trish Gates, Director Friedl, Chief Leck, Jean Ligocki

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.
2. **Approval of the minutes from August 2, 2021**  
**Motion to approve Majewski, second Schumacher, Approved 4-0.**

Chair Reeves asked if the Committee should move Communications to the end of the meeting on order and let the Library Board present first. The Committee agreed that it would be a good idea.

3. **Presentation by Director Ramsey and the Library Board**

Director Ramsey stated that he would be presenting when the other departments present for budget requests. He stated that members of the Library Board would be presenting this evening because they wished to speak to the Personnel Committee regarding staffing at the Library.

Library Board members Amy Ketterer, Trisha Gates, Dayna Verstegen and Jean Ligocki presented. They stated that the Board had two items they wished to bring to Personnel because they wanted to be strong advocates for the Library and its staff and that these requests were being made for the health and wellbeing of the Library. They stated that the first request is an increase in hours for the Library's Circulation Supervisor from 30 to 40 hours per week. The Board members believe the Library needs the constant presence of the Circulation Supervisor as it is the largest department within the library and the position supervises 12 employees. They stated the board believes that the addition of hours would help with retention and lead to higher morale within the department. They noted that Director Ramsey had done some research and noted that there are 12 libraries with lower circulation rates that have full time Circulation Supervisors. Stoughton is the only Library that does not. They stated that the Library is frequently the only place that is open, is free and doesn't have an agenda. It is a place where you can learn and grow, that knowledge is born from the Library and that the staff is front line to patrons whether they are kids, families, or seniors.

The Boards second request to increase the Library's Administrative Assistant position from 18 to 20 hours per week. They stated that they had heard the Personnel Committee speak about the difficulty there is with retention of employees and know how important it was to the Committee. They stated that at this time they have an individual in the Admin position who is very talented and motivated, but that if the hours are not increase they fear that they may not be able to retain that employee. The group also stated that the position is very important as it is a position that supports Director Ramsey and allows him to complete more important obligations of his position.

Director Ramsey stated that the addition of hours for the Admin position would allow him to delegate some responsibilities to the Admin Assistant in order for him to complete more high level work. He stated that the hours for the Circulation Supervisor was very important as the Library has had 2 employees leave this year due to hours. He stated that the Circulation Department is the busiest department in the Library with the most supervisory responsibilities. He further stated that in order to retain the employee and for the good of Library operations, the Circulation Supervisor position must be made full time.

Reeves asked if they were going to be making a decision or would be waiting to discuss when Director Ramsey made his budget presentation. Director Gillingham responded that they should wait until budget presentations were made. Chair Reeves thanked the Library Board for their time.

Director Gillingham asked if Juneteenth could be moved up as well so that Director Ramsey could stay on for the Juneteenth discussion. The Committee agreed.

4. **Discussion and possible action regarding Juneteenth**

Director Gillingham stated that Director Ramsey had approached her to see if the City would consider making Juneteenth a City recognized holiday. She stated that he had some information on the subject to share with the Committee. Director Ramsey stated that he'd had a Library Directors meeting recently and the subject had been discussed. He stated that Dane County and Madison have made it

a recognized holiday. Since the Library is working on their calendar for next year, he thought now would be a good time to consider the possibility. He stated that one of the smaller libraries, Marshall has designated it a holiday. Reeves stated she did not want to approve adding a new holiday that would be just another paid day off. She stated she would like to see the day observed somehow if it were going to be a City holiday. Director Gillingham asked Gates if the school was closed for Juneteenth to which Gates replied no. Reeves asked if Personnel should take time to consider this. Hundt asked if this would be an issue with the union representatives and that maybe be it would be more complicated than they thought. Director Gillingham stated that the only union is the Police Union and that they would not likely turn down an added day off. She further stated that what it would affect is the budget. Reeves stated that the Committee would likely need the budget information before making a decision. Schumacher asked if the request for the Library or all City employees. Director Gillingham stated that it would affect all City employees. She stated that the Library and City employees celebrate all of the same holidays. Schumacher stated that the CACP had discussed this subject and he is not against discussing it but agreed that the budget information is needed first. Reeves stated that it's important to recognize many cultures and people but there is a need to consider how we celebrate and recognize people & Director Gillingham stated she supports looking at budget and agrees with Ligocki regarding inclusion. She further stated that a great part of the City's population are veterans and that we should also take into consideration Veterans Day as we put together our calendars for 2022. Hundt asked if the City recognizes all Federal holidays. Director Gillingham stated that the City does not recognize 4 or 5 that the Federal government does. She stated that that is normal and most Cities do not follow the Federal either. Reeves asked if Director Gillingham would send the Committee the list of holidays that the City does recognize. There was some discussion on how to proceed. Director Gillingham stated that she normally would connect with Jamin and they would work that out and bring it back to Personnel to discuss. Reeves stated that that makes sense.

#### **5. 2022 Personnel Requests – Process and Dates**

Director Gillingham asked Director Friedl that if the budget presentations were done during the first week of October if that would be enough time for the Finance Dept. to prepare? Director Friedl stated that he thought that that would work. Mayor Swadley stated that he thought last year's process was better than the year before and he thought Personnel did a great job with it. There was some discussion as to how to proceed with the presentations and how many days were needed. The Committee agreed to use the regular Personnel meeting on October 4<sup>th</sup> and also to meet on October 7<sup>th</sup> at 6pm to cover all department budget presentations.

#### **6. Communications/Updates**

Director Gillingham reported:

- A second, in person, interview with a Utilities Journeyman Lineman is scheduled next week. She told the Committee that hiring has been difficult in this market and especially for these positions. She further stated that HR has had to approach recruiting in a different way than we usually do. There was more work involved due to flights, rental cars & hotels that needed to be handled. Reeves asked if that would be the last hire for that position to which Director Gillingham stated that no, we are recruiting to fill 3 of these positions.
- Interviews for the Utilities Finance Director position are scheduled for next week.
- The Deputy Clerk interviews were held today and we are taking a day or two to decide if that is a good fit.
- HR is currently recruiting for: Utilities Journeyman Lineman, three Administrative Assistants –Clerks, Front Desk & HR, Library Intern & Shelves, and as always: EMT's & Volunteer Firefighters.
- Generalist Skarda has completed Work Rules & Policies Manual stating that all of the edits requested were made and that all formatting has been completed. Director Gillingham stated that she will be reviewing to be sure all is as it should be. She further stated she had sent an email to Leadership to have them think about how they will roll this out to their employees and be sure that they receive all of the signed confirmation of receipts from their employees.
- Director Gillingham stated that she had completed the 2021 Renewal negotiations and was able to get that down from a 9% increase to a 5% increase. She stated that at 5% it will be a \$75,405 increase in cost. She stated that 5% is actually good if you look at the current market. She stated that at this time the cost of the family plan to an employee is \$55.62 and with the added 5% that would be \$58.40. Director Gillingham stated that she would be bringing this to the October 4<sup>th</sup> Personnel meeting and to Council on October 12<sup>th</sup>. She stated this is going to be a battle with Biden's mandate. She also stated that the cost to the City may end up higher for unvaccinated employees and that the City could have unvaccinated employees pay that cost. She stated that

we are able to increase to the max which is 30%, I believe. It would give the employees incentive to get vaccinated. Director Gillingham stated that that as the City's hourly rates were not life changing but the benefits are. Our benefits are our best tool when it comes to recruiting and hiring.

- Director Gillingham stated that Benefit Enrollment for 2022 will be at the end of October. EBC is allowing employees to self-enroll so we will be having the employees do that. Enrollments will need to be entered by HR.
- Director Gillingham stated that she made a recommendation to the Mayor for a 4% increase in pay for 2022. She stated that Jamin too had made a recommendation. She further stated that this COLA would bring employees closer to being in line with their pay.
- She and Director Montgomery have been working on the rollout of 2022 benefit enrollment. Reeves stated that it sounds like the HR Dept. has been busy as usual.

#### **7. Future Agenda Item**

Reeves asked if there were any additions to future agenda items.

Director Gillingham asked to add the review of the discipline process as it ties into compensation.

Reeves and the committee agreed it should be looked at.

- Leadership Backup Plan Outline - Director Gillingham stated that she and the Mayor had met with Director Schimelpfenig to discuss her backup plan. She stated that this is their first venture into back up plans and they will see what Director Schimelpfenig returns with.
- Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
- Sick Time Donation

***Motion to adjourn Hundt, second Schumacher, Approved 4-0. Meeting adjourned 7:02 pm.***