

## PERSONNEL COMMITTEE MEETING MINUTES

Thursday, February 11, 2016 @ 6:00pm

Mayor's Office

**Present:** Alders: Sid Boersma (Chair), Pat O'Connor, Paul Lawrence, Thomas Majewski, Mayor Donna Olson (ex-officio) Director Gillingham

**Others in attendance:** Police Chief Greg Leck, Director Manthe

1. **CALL TO ORDER:** Sid Boersma called the meeting to order at 6:00pm.
2. **Approval of the Minutes** of the January 4, 2016 and January 6, 2016 Personnel Committee meeting minutes. Motion by O'Connor, second by Lawrence. Motion carried unanimously.
3. Director Gillingham updated the Committee on the status of Police and Sergeant compensation stating that although it was approved by Council the change in compensation plus the 1% increase had not been entered into payroll by 1/1/16.  
Director Gillingham also updated the committee on the Utilities Billing & Metering Specialists compensation stating that although it was approved previously, she had contacted Director Kardasz and Kim Jennings to attain reports from Utilities, specifically Kim Jennings, noting the adjustments in Utilities payroll. She stated that there were 6-8 employees at Utilities that were slated to receive market adjustments which had been approved by Council, but that these adjustments should come through Personnel. Majewski stated that Finance should take a look at the redundancy of the separateness of the City and Utilities. There was some discussion regarding this issue.  
Director Gillingham stated that there was an issue regarding an employee of the City who did not receive a pay increase for 2016. This employee was below minimum according to Springsted and did not receive the 1% increase that was given to all City employees on 1/1/16. She stated that the employee has not been informed by her Supervisor and there is no plan or documentation as to what is going on with this employee. She further stated that Personnel will need to have some sort of protocol set forth to follow on this issue. When asked by Majewski why the employee was not brought up to minimum as suggested by Springsted Director Gillingham answered that the reason was a performance based decision. Lawrence asked if the procedure to follow was missing and suggested Mayor Olson speak to the Department Head. Mayor Olson replied that she had already done so. Director Gillingham asked if the Committee would like to have Human Resources & Risk Management write a procedure to follow in the future, to which all agreed. Lawrence stated it would be good to have a letter to each employee notifying them of a no raise or raise and how much that raise will bring the employee up to. Director Gillingham stated that she would draft a policy for the future.
4. Regarding Alderperson compensation, which Lawrence asked to have compiled from other cities; Lawrence asked if it had been done by Springsted to which Director Gillingham replied that it is not within their scope. Lawrence then replied it was a dead issue.
5. Director Gillingham communicated that she had contacted Springsted for a ranking for the position of Streets Machine Operator and Springsted recommended no change. Majewski asked Director Manthe what he thought of the Springsted recommendation. Director Manthe stated that he thought it was reasonable. Discussion regarding the other requests to Springsted, namely compensation for the positions of Senior Center Director and Senior Center Assistant Director. In regards to the Assistant Director position, the PAQ level had not changed and

therefore there is no reason to change the compensation. Regarding the Directors position, it is already being paid at the high end according to Springsted.

Lawrence asked if there was an appeal process available to which Director Gillingham replied that the employee would have to use the grievance procedures put forth in the City Employee Handbook.

Lawrence stated he believes they should get one more shot at it. There followed discussion regarding this issue as it applies to Springsted's criteria and how we could justify a change in compensation without following that criteria. Director Gillingham stated that Springsted has no comparables for the Senior Center and that was why she and Mayor Olson had made the previous adjustment. It was decided a final appeal would have to come through Personnel.

Boersma put forth a motion to accept the Springsted recommendations with the option to appeal. Second by Lawrence. All in favor. (5-0)

6. Director Gillingham stated that the Streets Director of Public Works position description was outdated. After speaking to Director Manthe and the Mayor it was decided it would have to be rewritten. She also stated that all future position descriptions will follow a new format taken from Neogov with a salary established by Springsted. What they used for the Streets Director of Public Works position was the PAQ's of other communities. Director Manthe stated he thought it crucial to name the position "Director of Public Works". There was some discussion regarding the name of the position. Director Gillingham asked if there was any feedback on the content. There were no issues. Director Manthe stated that he was happy with it as is with the exception of the title of the position. Paul Lawrence put forth a motion to approve, second by O'Connor. Motion carried unanimously. (5-0)
7. Director Gillingham advised the committee of future agenda items which will include work on Work Rules and approval of additional position descriptions from Springsted. She also informed the committee that Human Resources & Risk Management is moving to use Neogov in the near future and training will begin soon.

#### **ADJOURNMENT**

Motion to adjourn by Lawrence, second by Majewski. Motion carried unanimously. Meeting adjourned at 7:04pm.