

## **PERSONNEL COMMITTEE MEETING MINUTES**

**Monday, July 18, 2022 @ 5:30 pm**

**Ed Malinowski Boardroom**

**Present:** Lisa Reeves (Chair), Brett Schumacher, Greg Jenson, Mayor Swadley (ex-officio member),  
Director Gillingham

**Absent & Excused:** Fred Hundt (Vice-Chair)

### **1. CALL TO ORDER:**

Chair Reeves called the meeting to order at 5:30 pm.

### **2. Approval of the minutes from Monday, June 6, 2022**

***Motion to approve Schumacher, Jenson second, Approved 3-0***

### **3. Communications/Updates**

#### **POLICE**

- Director Gillingham stated that Dan Jenks was sworn in as the Interim Police Chief on Friday, July 8<sup>th</sup>. She stated that the recruiting process is closed for the Chief's position and that the PFC has the month of July off, so they would be holding interviews in August.
- Director Gillingham stated that the Police Officer position recruitment is open until July 27<sup>th</sup> and that she was working with the Interim Chief to expedite the hiring process for Police Officers by having the assessment and testing held on the same day instead of separate days. She stated that this would decrease the hiring process from its current time of 3 weeks.
- Director Gillingham stated that with the last hire of a full time Dispatcher the full time positions are now filled. She stated that interviews for a part-time Dispatcher were held today and that they had three good candidates for the position.

#### **Recreation**

- Director Gillingham stated that the part-time Recreation Assistant position had finally been filled.

#### **Human Resources**

- Director Gillingham stated that the Human Resources department had sent out a newsletter for the first time in June and that it was something the department hoped to do every month going forward.
- Director Gillingham stated that from the meeting with CVMIC she had learned that insurance renewals are looking rough as the market has hardened. She stated that the City may be looking at a 100% increase for cyber coverage.
- Director Gillingham stated that Health for mid-year has been running just south of 20%. She stated that Mercy has dropped Quartz and that this has affected some on the City employees who will now have to travel further for services. She also stated that she had told Director Ehlinger that renewal could run about 13-15%.

#### **WORK RULES**

- Director Gillingham stated that the Work Rules & Policy Manual Group had met both 1<sup>st</sup> & 2<sup>nd</sup> quarters to discuss and then finalize changes to be made. She stated that the Committee will be reviewing those changes tonight and the 3<sup>rd</sup> quarter Group meeting would be scheduled for September.

### **Staffing**

- Director Gillingham stated that the new Admin Assistant for HR had started is doing great. She stated that the Admin is asking for full time and HR could use full time.

### **Labor Day**

- Director Gillingham stated that the September Personnel meeting falls on Labor Day and asked what the group wanted to do. There was some discussion and the Committee members said they would look at their calendars and let Director Gillingham know.

### **Department Head Meetings**

- Director Gillingham stated that she had been meeting with each Department Head regarding their employee's compensation. She stated that she is analyzing the data but she feels that we need to focus on compensation because we have fallen behind other municipalities in some cases.
- Director Gillingham told the Committee that renewals were coming up and that there more information on this in the next 4-6 weeks.

#### **4. Discussion and possible action regarding Work Rules & Policy Manual updates from 1st and 2nd quarter review by Work Rules Group**

Director Gillingham updated the Committee on the changes made to the Work Rules. There was some discussion but no changes to be made.

#### ***Jenson Motion to approve all updates, Schumacher 2<sup>nd</sup>, All in Favor 3-0***

Director Gillingham updated the Committee on the changes made to the Policy Manual. There was some discussion and recommendations to change some of the wording regarding the Covid Pandemic Policy. Chair Reeves also asked that the "changes made" spreadsheet be updated to show correct pages/items.

#### ***Jenson Motion to approve all updates, Schumacher 2<sup>nd</sup>, All in Favor 3-0***

#### **5. Future Agenda Item**

There was some discussion regarding g Sick Time Donation. The Committee told Director Gillingham that this is not a program the City is interested in developing at this time.

- Leadership Backup Plan
- Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
- Disciplinary Action & Compensation

#### **6. *Motion to adjourn Schumacher, second Jenson, Approved 3-0.***

***Meeting adjourned 6:40 pm.***