

PERSONNEL COMMITTEE MEETING MINUTES

Monday, January 3, 2022 @ 6:00 pm

Remotely Via GoToMeeting

Present: Lisa Reeves (Chair), Thomas Majewski, Brett Schumacher, Mayor Swadley and Director Gillingham

Absent & excused: Fred Hundt (Vice-Chair)

Also in attendance: Director Montgomery, Director Scheel, and Chief Leck

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.
2. **Approval of the minutes from Monday, October 4, 2021 and Thursday, October 7, 2021**
Motion to approve Majewski, second Schumacher, Approved 3-0.
3. **Communications/Updates**
 - Director Gillingham stated that HR had finished entry of all benefits enrollments for 2022 and they had all been verified.
 - OSHA Log – will be done and filed on time.
 - Director Gillingham announced the resignation of Finance Director/Comptroller Jamin Friedl. She reported that he had given 8 days' notice and that his last day will be January 12th. Gillingham then stated that she had a call in to Baker Tilly in order to get someone in short term until we could get someone hired for the position. Reeve's stated it was unfortunate that he was leaving on such short notice and she asked what the industry standard was. Director Gillingham stated that in order to leave in good standing a Director should give 4 weeks' notice. She further stated that although Friedl had been in talks with the Mayor, HR had not received a resignation letter and as such could not post the position until one was submitted. Director Gillingham stated that Friedl had offered to help on weekends and his off hours. She also stated that the two employees in his department, Lisa Aide and Debbie Blaney, would be of great help. They had both been through this before and had stepped up to take on added responsibilities. Director Gillingham stated that everyone is just devastated.
 - Director Gillingham stated that an offer had been made to Blake Edwards for a Police Officer position. He did not accept because he is not ready, he thought that the hire would happen in 6 months or so. She stated that HR is moving on. The position has been relisted. Director Gillingham stated that Detective Al Adams would be retiring at the end of this year and Officer Robert Miller had left so we are down a few. She stated that we are in the process of hiring Officer Mark Schollmeyer. She stated that he is originally from Stoughton but had been in Iowa and was returning to his hometown to take the position. He would be filling the position left empty by Kyle Knoeck.
 - Director Gillingham stated the Parks Maintenance Supervisor interviews are being held tomorrow morning and we are hoping to fill that position.
 - She stated that interviews are scheduled for next week for new IT/Media position, Senior Network Administrator.
 - Director Gillingham stated that Mason Barber, the Fire Department Equipment Support Technician had given notice and his last day is 1/7/22.
 - Director Gillingham stated that some other positions had been filled as well: Shelver and Scorekeepers.
4. **Discussion regarding The Great Resignation & The Talent Circus**

Director Gillingham stated that she had sent out an article on this subject that she hoped they might read if they get a chance. She went on to tell the committee that hiring at this time is extremely difficult. That there have been studies done that tell us that the pay rate of the position is not the most important thing. Studies show that the new employee of today is more selective and they expect something different. They are looking at positions with flexible work, remote work, and more meaningful benefits. She stated the most desirable and sought after benefit for the new employee seems to be flexibility. She stated that a lot of times when we are interviewing candidates, they already have other offers and you have lost before you could even get a contingent offer in place. We are receiving an extraordinarily low amount of applications for our positions compared with the

past. Example: the Administrative Assistant positions. We have 3 applications for HR and 1 for the front desk.

5. Discussion and possible action regarding the Hiring Process: How to Expedite

Director Gillingham reviewed the current process, how long each step takes and how much time could be saved by small changes to the current flow:

1. Position Descriptions – Minor changes approved by HR Director, Major changes approved by the Mayor – This would save 2-4 weeks.
2. Remove the requirement of an Alder present at interviews. – This would save up to one week.
3. Making the in-depth background check LESS in-depth for Directors, Dispatch, Police Officers, and Assistant Director of Finance – This could save several weeks.

Director Gillingham discussed some ideas she had to make the process faster from the HR side as well including outside services for background checks, BS&A self-serve, Neogov application system modules, etc.

Reeves stated she agreed with not having an Alder at interviews except for in the case of Directors. She also stated that maybe Director Gillingham could work with Chief Leck to see if the in depth was needed for some positions. Director Gillingham stated that was her intention as she would also like to discuss whether psychological evaluations were actually required for dispatchers. She further stated that she would like to see some action on items 1 & 2 this evening in order to get the policies updated and approved by Council.

Director Gillingham stated that she is seeing a lot of scale back with other employers not even calling references any longer. There was some discussion on what would help move things along in this time of fast turnaround. Reeves stated that she feels comfortable with the HR Director and Mayor working together on position descriptions. She further stated she is not comfortable continuing as is if it was holding up the hiring process when it is so difficult to hire.

Majewski, motion to amend the policies for hiring to remove the requirement of an Alder present at interviews and allow the HR Director & the Mayor to approve changes made to position descriptions, second Schumacher, Approved 3-0.

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

Motion to adjourn Majewski, second Schumacher, Approved 3-0. Meeting adjourned 7:00 pm.