

PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, October 14, 2015 @ 6:30pm

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: Ron Christianson

CALL TO ORDER: Sid Boersma called the meeting to order at 6:32pm.

Boersma stated that since the Committee last met he has heard concerns from one Council member who felt that he did not have enough information regarding the Broker recommendations. Boersma suggested that maybe a power point presentation for Council would be a good idea so that it is clearer to them. Lawrence stated it's not so much what it was but what it wasn't. The Personnel Committee needs to make it clearer because we (Personnel) understand it but Council needs more information. Boersma stated concern about what to share. Director Gillingham stated she does not want them to get information overload. Lawrence stated that all department heads know it plain as day. Mayor Donna stated that we do not want data overload. Lawrence stated that we have to give information in simple terms with an online link or something in case they have questions. I'm not saying it's simple. Director Gillingham stated that the information she is giving is put into simple terms because the lingo they use is difficult for someone without a background in it. I'll just give them the heart of it. Lawrence suggested that she think of a transferable skill or speak as if in 5th grade so people understand it. Assume people don't know. Director Gillingham stated she would be more detailed to try to give Council the big picture. Engleberger didn't understand. Lawrence suggested charts or visual graphs etc. Director Gillingham stated we may need to do that with the Comp Study. Mayor Olson stated that when Ann Antonsen met with Personnel she had a power point presentation. She will probably bring that to Council. Mayor Olson stated that she had been contacted by Jim from the Stoughton Hub regarding concerns he had about how the Personnel Agenda had stated that the meeting may close per State Statute 19.85. He stated that it needed to have more specific wording. The Mayor stated that she told him she would work with Director Gillingham and Gini Skarda to find and use the correct formatting. He was satisfied with that. Boersma stated so it's okay if you're talking about specific people. Lawrence stated that it's up to the Chair of the Board; they decide the order and whether it remains open or closed. The Chair can change that at any time. It doesn't need to be held in any order. The Chair is in charge of that. Boersma stated that instead of A, B & then C; he could change it to B, C and then if needed.

Director Gillingham stated that the Comp Study, the committee asked what the cost would be of moving the 16 employees to minimum on 1/1/16 versus on their individual anniversary dates. Director Gillingham responded that if done across the board on 1/1/16 the cost would be \$49,979 and on the individuals anniversary dates the cost would be \$28,635. The feedback from employees is that doing it on the anniversary dates would not be fair because then someone whose anniversary date is in December is waiting 12 months longer than someone whose anniversary date is in January. *It's not fair to the employees whose anniversary dates are later in the year. Lawrence stated fair schmare. It's not supported. Majewski stated the Compensation Study gave us fair wage information. Why not pay them a fair wage before December of 2016. They are underpaid. Lawrence stated that if one is hired in January and one is

hired in December it's a spread of 12 months you can't be any further behind. Mayor Olson stated that the Compensation Study shows her how much she should be paying people for the job they are currently doing. Everyone should be brought up to minimum on January 1st. Our goal is to bring to minimum. Lawrence stated that he fully supports the January first date. Boersma stated that we are not taking anything away from people. We are compensating them. It's fair. Mayor Olson stated that it is fair. When we learned there would be a savings of \$400,000 with the change of health brokers I worked on the budget. That savings will help bring us to the point that we will be able to bring employees to minimum. Boersma stated that he would be happy to see employees move to minimum. Director Gillingham stated that employees have stayed in these positions while being paid less than minimum. It's a huge win to give them what they deserve and then to see steps to move to midpoint range. There will have to be a change of mentality that wages equals how well the job is done rather than wages equal years of service. Lawrence asked what minimum is. Director Gillingham stated that the Comp Study determines min, mid and max for a position. Minimum entry pay is computed, compared and averaged then combined with skills, knowledge, abilities and education to score for unique positions. Antonsen showed us the validity of the scoring mechanism. The difference between minimum and midpoint are 10 steps with the opportunity to go higher based on performance. In 2017 we will introduce steps based on performance. Lawrence asked if the department heads would be making those determinations on performance. Director Gillingham stated no, it will be the department heads, self review and other parameters. HR will approve the review before it is presented to the employee. In 2016 we will design the program for 2017 implementation. Boersma stated he likes the idea of HR being in on the decisions as some Managers can be too outspoken. Director Gillingham stated we will take 2016 to teach managers to track and write reviews. Employees will be reviewed every year. Lawrence stated that documents should be clear of disciplinary records. Director Gillingham stated that the evaluation needs to support the raise. Christianson asked after 5 years of beginning to use this comp study; if everyone is beyond midpoint; does that indicate that they are all good employees? Director Gillingham responded that the tenure of City employees is greater than most organizations. Millennials are leaving for \$10,000 raises and not sticking with jobs. Boersma suggested we call on the Comp Study people again. Director Gillingham stated that they will help us with PAQ and evaluation studies. General discussion about Utilities not being included in the Comp Study.

Motion by Lawrence to move all employees to minimum on 1/1/16, second by Boersma. All approve. Motion carried on a vote of 5-0.

ADJOURNMENT

Motion to adjourn by Lawrence, second by Boersma. Motion carried unanimously. Meeting adjourned at 7:30pm.