

PERSONNEL COMMITTEE MEETING MINUTES

Monday, March 7, 2022 @ 6:00 pm

Ed Malinowski Boardroom & 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

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:04 pm.

2. **Approval of the minutes from Monday, January 3, 2022**

Motion to approve Majewski, second Schumacher, Approved 3-0.

3. **Communications/Updates**

- Director Gillingham stated that HR has been very busy recruiting and hiring. She stated that we had 26 full time hires and 13 terminations. There was some discussion regarding the termination of the Police Dept. Office Manager and the possible restructure of the PD in regards to Dispatch.
- Director Gillingham told the committee that the Work Rules & Policies Committee had their quarterly meeting at the end of January and discussed the changes that they thought should be discussed. She stated that it is agenda item 6 and will be discussed later tonight.
- Director Gillingham stated that she & Generalist Skarda had been discussing the 20 hour position for their department and decided that data entry was very important to the department so Director Gillingham had updated the title and duties to make data entry the main duty for the position.
- Director Gillingham stated that the required 1095 Employer-Provided Health forms had been completed and mailed out to the employees.
- Director Gillingham stated that there are strategic alignment talks going on for the Utilities Department concerning operations and that there is limited redundancy which is an issue at this time.
- There was some discussion regarding the handling of the tornado damage last weekend by Utilities Electrical Staff. Director Gillingham stated that they had done an excellent job.
- Director Gillingham announced the hire of the new Finance Director, David Ehlinger. She stated the City is excited to have him and that he is very motivated.
- Director Gillingham stated that Derek Westby has returned.

4. **Discussion and possible action regarding position description update – Media Manager/Help Desk Assistant**

Director Gillingham asked Westby to go through the Media Manager/Help Desk Assistant position description with the Committee and discuss the updates. Westby stated that the job description was changes to make Media more the focus of the position. He stated that they had changed who the position would report to as well. Westby stated that that the verbiage was changed so that the position duties would be less “in charge” and more “assisting with”. He stated the position would still do basic tech support but the focus would mainly be WSTO. Director Gillingham stated that she is still waiting to hear from Springsted as to the grade and pay, but that we are no longer a priority so it may be awhile. Schumacher suggested making the software programs named under “Minimum Training” as more of an example (i.e. :) so that the position description would not need to updated as often.

Motion to approve Majewski, second Schumacher, Approved 3-0.

5. Discussion and possible action regarding Work Rules & Policy Manual Team updates

Director Gillingham reviewed each change listed in the spreadsheets for both the Work Rules and Policy Manual. She updated the Committee on page 12 in the Work Rules as she had learned that it is actually unlimited instead of 35 working days. She stated she was going to verify that with the lawyer and then make that change. Director Gillingham asked the Committee if the changes would need to be approved by Council and the member were in agreement that it did not need to as they were small changes.

Motion to approve Schumacher, second Majewski, Approved 3-0

6. Future Agenda Item

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

- Leadership Backup Plan
- 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 6:58 pm.