

PERSONNEL COMMITTEE MEETING MINUTES

Monday, May 2, 2022 @ 6:00 pm

Ed Malinowski Boardroom

Present: Fred Hundt, Brett Schumacher, Greg Jenson, Mayor Swadley and Director Gillingham

Absent & excused: Lisa Reeves

1. CALL TO ORDER:

Director Gillingham called the meeting to order at 6:03 pm.

2. Election of Chair

Director Gillingham asked for nominations three times. Hundt nominated Reeves, Schumacher second, All in favor.

3. Election of Vice-Chair

Director Gillingham asked for nominations three times. Jenson nominated Hundt, Schumacher second, All in favor.

4. Approval of the minutes from Monday, January 3, 2022

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

5. Communications/Updates

- Director Gillingham told the committee that the HR Dept. had hosted a Job Fair at both the Fire Dept. and the High School in April. Boards and posters were put together by HR and the departments involved which were Recreation, Public Works and IT/Media. She stated that Pat Frisch had shown up as a representative for the Police Dept. as well. From that job fair we had 2 hires and at least 5 more viable applicants. Director Gillingham also stated that the group would be meeting next week to discuss how the process went and what might work better for next year. She further stated that we might do a spring job fair and a fall job fair next year.
- Director Gillingham stated that HR has been very busy recruiting and hiring. She stated that recruiting for Dispatchers and Police officers has been a challenge.
- Director Gillingham stated that in April we had 14 new hires, 2 promotions and 3 terminations. She further stated that the Sergeant interviews would be next week.

6. Discussion and possible action regarding Referral Bonus Process and Procedure

Director Gillingham stated that she had come up with a referral bonus in the hopes that it would bring the Police Dept. viable Police Officer candidates. She stated that the officer who refers the applicant and the applicant themselves would both receive \$2500 if the applicant was hired and made it through probation. She stated that one Police Dept. employee had asked if they could all get raises instead which she stated that could not be done because the money was a one-time thing it is not sustainable for future years Jenson stated that the officers are probably seeing the wages go up around them.

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

7. Discussion and possible action regarding Employee Retention

Director Gillingham stated that in order to retain employees you need to hire the right candidate, give them a competitive salary and bonuses, offer professional development, provide wellness (which we do by providing Anytime Fitness at no cost), train effectively (CVMIC), have open communication, and make sure they know that they are valuable to you. There was some discussion regarding on-site supervisory classes through CVMIC and suggestions such as an employee survey. Director Gillingham stated that she would like to develop a survey and possibly revise the existing exit interview for terminating employees. Jenson stated that it will be interesting to see the budget numbers for 2023. Director Gillingham told the committee that the greatest asset you have is you employees and turnover is just going to go on unless something is done. She further stated that City services could decline because of that turnover. Jenson stated that Friedl had been a devastating loss. He then stated that he thinks more information would be garnered from the supervisors not the directors. Director Gillingham stated that Streets Supervisor Halverson is invaluable with his knowledge. Schumacher stated he would like to see more done with work anniversaries and suggested the Council meetings as a place to recognize employee anniversaries.

8. Discussion and possible action regarding Juneteeth

Jean Ligocki was asked to speak about her involvement in DEI and the Juneteenth movement in Stoughton. There was discussion regarding how Juneteenth is celebrated in Stoughton. Director Gillingham stated that she was taking a CVMIC class about DEI. She further stated that the City employees get MLK day off and it was unlikely they would add another day off. Director Gillingham stated that CVMIC would be coming in to talk to the supervisors and a mission to roll out a plan in 2023. There were several suggestions including: a City proclamation and to develop some educational activities

9. Future Agenda Item

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

10. *Motion to adjourn Jenson, second Schumacher, Approved 3-0. Meeting adjourned 7:35pm.*