

PERSONNEL COMMITTEE MEETING MINUTES

Monday, August 3, 2015 @ 6:00pm

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: Rodney Scheel, Bob Kardasz, Carson Hoeper, Richard MacDonald

1. **CALL TO ORDER:** Sid Boersma called the meeting to order at 6:00pm.
2. **Approval of the Minutes** of the 7/13/2015 Personnel Committee Meeting. Motion by Lawrence, second by Majewski. Motion carried unanimously.
3. **Communications:**
 - a) Gillingham stated that she has received notice from Brandon Hill SPD Union President stating that SPD is ready to begin the contract negotiation process. Gillingham reminded the committee that Attorney Zach from Boardman Law firm has been engaged and will assist the City with the contract negotiations.
 - b) Library Director MacDonald gave an update regarding the staffing at the Library. Following Marilyn Granrud's passing we have hired an internal candidate, Klare Girgen as the new Technical Services Supervisor. Klare's vacated position was filled by internal candidate Cynthia Schlegel, Cynthia's position is now open and we are actively recruiting for her position in circulation.

Alder Boersma then asked if the personnel committee would like to send welcome cards to new employees. He stated he thought it would be a nice gesture. Director Gillingham asked if he was thinking of sending cards to all employee's including summer/season, LTE and temporary or limiting it to just full time and regular part-time. Alder Lawrence asked for clarification. Alder Boersma asked that we add this to the next agenda to discuss.

4. Old Business

- a) Director Gillingham updated the committee regarding the meetings with the other Brokers. Director Gillingham stated that she has met with two larger firms in the Madison areas. Mayor Olson and Director Gillingham met with two Brokers' last week. One being our existing Broker and the other being one of the larger agencies. Director Gillingham stated that she would like to be decided on the Broker for the City prior to going into renewal. She explained that means we have to move swiftly. The alternative Broker's are reviewing their numbers and will come back to the city in the next 2 weeks with their proposals. Director Gillingham explained that may require special meeting for the Personnel Committee. The committee members stated they understood the importance and time sensitivity of the matter. Director Gillingham asked the committee if they would like her to schedule meetings with additional firms or if the three would be adequate. The committee was satisfied with the three firms. Mayor Olson explained to

the committee that in order to change brokers, she would like to see a cost savings and we were not just changing for the sake of changing. Director Gillingham reminded the committee that she was tasked by the Stoughton Common Council to seek out other agencies to ensure our pricing and services were competitive.

- b) Sergeants job description changes: Chief Leck explained that the new job descriptions meet the seven clauses to remove the Sergeants positions from the Union. He explained that the new job descriptions would qualify as non-exempt supervisor. He further explained that the job descriptions were designed for duty designation. All three sergeants will be cross trained. Boersma then asked who the Sergeants would report to. Chief Leck explained the hierarchy- Sergeant, Lieutenant then Chief. Alder Lawrence asked if the new structure and job description would make the department run better and Chief stated yes. Director Gillingham stated that the new job descriptions captures and includes the updated duties. It was reported that the job descriptions have not been updated in several years. Boersma asked if the Officers were successfully trained each year with their weapon. Chief reported that they attend in-services and have to meet the state required number of hours for training. Boersma stated that nationwide the officers and guns are a concern. Chief stated that his officers receive excellent training. He also explained that the number of hour's requirement is increasing from 520 to 720. Alder Majewski asked about the physical requirements for the position. He was inquiring about police officers being re-tested after their initial hire. Chief Leck talked about the minimum standards that are being evaluated as well as Fit Force. Director Gillingham talked about the assessment center and the hiring process. Alderman Boersma asked about during the hiring process if we give points for Vets as well as if we have women and minorities apply. Chief and Director Gillingham both stated no to Vets but, they do consider it. Women and minorities, we have limited applicants. Alder O'Connor said that the state recognizes vets. Chief stated that MP's can be certifiable. Move to approve the three sergeant's job descriptions and forward to the City Council by Lawrence, second Majewski, all in favor.
- c) Director Gillingham stated all information and discussions with Springsted are completed with the exception of the Facilities position. The Mayor stated that the Personnel Committee had previously asked that the Mayors salary be incorporated in the study. It was reported that Springsted stated that there is not currently a true comparable therefore; it will not be included with the study. Director Gillingham said she is expecting to hear back from Springsted within a week.

5. New Business

- a. Director Scheel stated there is a very small pool of qualified candidates if Master Electrician. He stated he needs a handyman with HVAC and technical background. He stated he would determine the applicant's skill set through job history and some of the skill would be acquired on the job. Motion to approve the updated Maintenance job description and to forward to council for final approval. Move to approve by Lawrence, second by O'Connor, All in favor.
- b. Director Kardasz stated he is having trouble recruiting and possibly retaining staff due to the City not allowing opposite sex domestic partners on the medical and dental insurance plans. Director Gillingham stated that she has had a couple of requests for this benefit. Boersma stated this is a potential problem as how do we know if the couple is together, unlike marriage and divorce where there is a certificate. O'Connor asked Director Gillingham to find out who is interested and the number of people and what area commonalities are doing. Majewski asked what the cost is. He then stated that we need to put our personal feelings aside and do what is right to allow us to be able to recruit the best talent. He stated that society is changing, generations are changing. He said we need to make this change. As an employer we need to remain competitive. Chief Leck stated with the stiff competition and limited candidate pool, we need to be competitive. Mayor Olson spoke about when the committee and council first discussed and approved same sex domestic partners. She stated that they were not comfortable at that time with opposite sex domestic partners. Sid suggested that we contact the City's Attorney. Director Gillingham read to the committee the opposite sex, domestic partner qualifiers from Unity Health. Motion by Lawrence to have Director Gillingham research what area communities offer, discuss with the Broker and bring a proposal to the next Personnel Committee meeting. Second by Majewski, All in favor.

Feedback to Director Gillingham and Mayor Olson that members of the community have brought to their Alders attention that the Streets Department Staff do not look professional. Their work shirts are modified (sleeves torn off, holes). Library staff also is wearing athletic wear and shorts which are not appropriate work attire. It was stated by the Alder that when you walk into City Hall you expect the employees to be dressed professionally, not in jeans and casual wear. When you see the Streets/Parks Department you expect them to have on clothes that are department compliant, clean, not modified and are in good condition. Director Gillingham and Mayor Olson will address the feedback.

ADJOURNMENT

Motion to adjourn by Lawrence, second by O'Connor. Motion carried unanimously. Meeting adjourned at 7:02pm.