

PERSONNEL COMMITTEE MEETING MINUTES

Monday, July 7, 2014 @ 5:30 p.m.

Mayor's Office

Present: Alders Tricia Suess, Paul Lawrence, David Kneebone, Eric Hohol and Mayor Donna Olson (ex-officio)

Absent & Excused:

Others in attendance: Chief of Police Greg Leck, Alderman Ron Christianson, Alderman Greg Jenson, Director of Human Resources & Risk Management Amy Jo Gillingham

CALL TO ORDER

Suess called the meeting to order at 5:30 p.m.

Communications:

Human Resources Department: Mayor Olson and Director Gillingham reviewed and discussed the document in the packet that outlined the short term (6 month) and long term goals for the Human Resources Department. Additional goals were discussed and some goals were re-prioritized. Director Gillingham will update the list based on the discussion.

EMS Administrative Position Update- Director Gillingham reported that the job description for the EMS Administrative position is being reviewed by Director Schimelpfenig to properly reflect the duties of the position. Directors Schimelpfenig and Gillingham are scheduled to meet with the Mayor to discuss the proposed changes.

City Clerk Position- Director Gillingham reported that three candidates were interviewed for the City Clerk position. A second interview, with one of the candidates, is scheduled for Tuesday, July 8, 2014. It was reported that the candidate is currently a Deputy Clerk in a larger City and has been in that position for seven years. References were completed.

Minutes of June 2, 2014: Motion by Lawrence, second by Suess to approve the minutes of June 2, 2014. Motion carried unanimously (5-0).

Prioritize Policy Review: Included in the packet were the Personnel Policies to be reviewed. Chief Leck stated there are many redundancies between the work rules and the policies. Action: Director Gillingham to review the policies and the work rules to identify redundancies for the August Meeting. Alder Hohol asked that policies with legal implications be worked on as a priority. Director Gillingham will group the policies as follows: regulatory, employee safety, financial and prepare for the next meeting.

Discussion and Action regarding Alderpersons Compensation: After reviewing the local municipality salary information discussion took place. Alderperson Hohol stated we have 12 alders and the other municipalities have less. Stoughton has twelve, three municipalities have six, one had seven and two had eight. Hohol reported that in regards to total spend, we are in the ballpark. Lawrence stated every person should be reviewed including the Mayor. Hohol stated that we may be limiting Mayoral candidates because the Mayor's salary seems low. He stated most people would be taking a pay cut if they were to take the position. Kneebone stated \$300 per month is offensive and said that we are falling behind. Alder Christianson stated compensation for the position seems strange. He stated it's a volunteer position. Suess stated she would have a hard time raising the compensation of the Alders as we have twelve and most others have 8 or less. She stated that Alders are people who want to represent the community and are not in it for the money. Lawrence asked if we should lower the number of Alderpersons. He stated there is no quick fix. Alder Jensen stated we are compensated well enough based on the comparisons. He asked to take no action and bring back to the board if needed. Action: Mayor position salary survey to be completed. Alderperson Suess motioned to table, seconded by Kneebone, motion carried unanimously. (5-0)

Future agenda items:

1. Personnel policies- Update spreadsheet, Review Work Rules and Policies for redundancy
2. City Clerk Position Update
3. EMS Position Update
4. Restructure of Supervisory Staff at Police Department
5. Review compensation for Mayor Position

ADJOURNMENT

Motion to adjourn by Lawrence, second by Hohol at 6:30 pm. Motion carried unanimously. (5-0)

Respectfully submitted,
Amy Jo Gillingham, Director of Human Resources & Risk Management