

PERSONNEL COMMITTEE MEETING MINUTES

Monday, August 18, 2014 @ 6:00 p.m.

Mayor's Office

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

Absent & Excused:

Others in attendance: Chief of Police-Greg Leck, Director of EMS-Lisa Schimelpfening, Utilities Director-Robert Kardasz, Director of Human Resources & Risk Management -Amy Jo Gillingham

CALL TO ORDER

Suess called the meeting to order at 6:00 p.m.

Communications:

Human Resources/Risk Management Department:

Goals & Objectives: Director Gillingham reviewed and discussed the Goals and Objectives document in the packet that outlined the short term (6 month) and long term goals for the Human Resources Department. Director Gillingham updated the Committee on the status of all short and long term goals. Out of the twenty three goals, nine were completed, eight were in process and six are to be completed (five of the six outstanding goals are on the long term goals list).

Compensation Study Update: Director Gillingham stated that the PAQ's have been distributed to each employee that will be participating in the survey. Employees were to complete the survey and return to their Leadership Team Member for validation. At the same time, job descriptions were to be updated. PAQ's and Job descriptions to be sent to Springsted on 8/22/2014.

Clerk Position Update: Three candidates will be interviewing. First interview conducted. Candidate has 4 years experience in a municipal setting. Skill set was very good and met the qualifications we were recruiting for. Internal and other external candidates to be interviewed when Director Sullivan returns from vacation.

HR/Risk Mgmt Administrative Assistant Position: Director Gillingham stated that two internal candidates have applied. Interviews to be scheduled this week, if Alderperson Hohol's schedule allows. Goal is the have an offer extended within one week.

Minutes of July 7, 2014: Motion by Lawrence, second by Hohol to approve the minutes of July 7, 2014. Motion carried unanimously (4-0).

Discussion and Action regarding Policy Review: Director Gillingham updated the Policy Review Packet and completed the action item of prioritizing the policies to be reviewed. Director Gillingham also located all policies and has started the process of comparing policies against the Work Rules to identify redundancies.

Discussion and Action regarding EMS Position (EMS Operations Support Specialist) - Directors Schimelfenig and Gillingham updated the job description and met with the Mayor to discuss the proposed changes. Compensation information was obtained and reviewed. Directors Schimelfenig and Gillingham stated \$17.00/hour would be market competitive. Director Schimelfenig reviewed the updated job duties and title with the committee. Motion by Lawrence to approve the job description changes including title and wage of \$17.00/hour, second by Hohol. Motion carried unanimously. (4-0)

Discussion and Action regarding authorization request by Chief Leck to start the hiring process for an anticipated retirement- Chief Leck stated that he had received an e-mail from an officer stating that he is anticipating retiring in January of 2015. This was not an official notice of retirement, just a heads up. Chief Leck explained that the hiring process takes 6-9 months and he is already behind as January is 4 months away. Motion by Lawrence to approve the start of the hiring process for the anticipated retirement. Second by Hohol. Motion carried unanimously. (4-0)

Discussion and Action regarding Police Department Restructure: Chief Leck proposed creating a second lieutenant's position and leaving vacant the fourth sergeant's position. This would be filled through an internal transfer. He stated this would best serve the department now and going into the future. The second lieutenant position would serve as an Operations Lieutenant with primary duty responsibilities of patrol, scheduling, and first-line (sergeant) supervisory oversight. See current and proposed organizational charts, included in the packet, for overview. The organizational charts were used strictly as a visual aid. The organization chart as proposed was not discussed as an item for review and approval. The fiscal impact was approximated between \$1500-\$3000. Motion by Hohol to approve the second lieutenant position. Second by Lawrence. Motion carried unanimously. (4-0)

Discussion and Action regarding Utilities new proposed position and updated job description: Director Kardasz presented the updated job description for the Utilities Finance and Administrative Manager position. The job description was included in the packet. The job description was approved by the Utilities Committee and recommended for the Personnel Committee for final approval. Motion by Hohol to approval the updated job description for the Utilities Finance and Administrative Manager position. Second by Lawrence. Motion carried unanimously. (4-0)

Director Kardasz presented the Lead Operator II job description and wage rate of \$23.54 - \$26.01. Director Gillingham reviewed the Fair Labor Standards Act and stated the position classification of non-exempt is appropriate. Director Kardasz stated this position would be filled through an internal transfer. Motion by Hohol to approve the internal transfer and position

description with the addition bullet stating other duties as assigned. Second by Lawrence. Motion carried unanimously. (4-0)

Future agenda items:

1. Personnel policies- Director Gillingham to bring updated FMLA and Harassment policies to the 9/15/14 meeting for committee review.
2. City Clerk Position Update
3. HR/RM Admin. Asst. Position Update
4. Review letter from Kelly Janda regarding parity and Fair Compensation
5. Review compensation for Mayor Position-Springsted survey to be completed by Mayor (PAQ)

Due to the holiday, the next Personnel Committee Meeting will be on September 15, 2014 at 6:00 p.m.

ADJOURNMENT

Motion to adjourn by Lawrence, second by Hohol at 7:20 pm. Motion carried unanimously. (4-0)

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