

## **PERSONNEL COMMITTEE MEETING MINUTES**

**Monday, September 15 @ 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:** Kelly Janda- Senior Center

### **CALL TO ORDER**

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

### **Discussion and action regarding Parity and Fair Compensation Letter submitted**

**by Kelly Janda:** Letter received from Ms. Janda with concern to parity and fair compensation for those City of Stoughton employee's that do not elect city benefits. She asked that we look into compensating those who do not take our benefits. Compensation could be through additional pay per hour or vacation time. Director Gillingham was tasked with determining the number of employee's that qualify for but do not elect benefits. She also will contact SHRM to see who is offering this type of benefit.

### **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 sixteen short term goals, thirteen are completed, three are in process. Out of the eight long term goals two are in process.

**Compensation Study Update:** Director Gillingham stated that the PAQ's received have been forwarded to Springstead. Director Gillingham also requested from Springstead and update in regards to the timeline for project completion and next steps

**Clerk Position Update:** Lana Kropf from Fort Atkinson has been hired and will begin her career with the city of Stoughton on 9/22/2014.

**EMS Position Update:** Interviews are scheduled for 9/17/2014 and 9/18/2014. Alderperson Hohol stated that we shouldn't fill this position based on the deficit that Council was just made aware of. He said had Council known about the deficit they may not have voted to fill the position. The Mayor explained that we need this position as it is currently filled with LTE's. In order for the EMS Director to be successful and be able to focus on their goals and objectives, this position must be filled. Alder Lawrence stated that the position has been approved by

Council. He asked if Council could retract the approval. After further discussion, the Committee agreed the position needs to be filled.

**Lead Operator Position Update:** Scott Gonsulous has accepted the position.

**Police Lt. Position:** No update- waiting on Chief Leck to proceed

**Police Officer Position:** Review of applications 9/17/2014, testing on 9/27.

**Volunteer Firefighter Positions:** Interviews 9/15 & 9/16/2014

**Minutes of August 18, 2014:** Motion by Lawrence, second by Hohol to approve the minutes of August 18, 2014. Motion carried unanimously (4-0).

**Discussion and Action regarding Policy Review:** Director Gillingham updated the FMLA and Harassment Policies.

Director Gillingham made recommendations regarding how to track Federal FMLA on a rolling calendar versus calendar year. She also updated the FMLA Policy. Motion by Lawrence, second by Hohol to recommend council approve the updated FMLA Policy. Motion carried unanimously (4-0).

Director Gillingham updated the Harassment policy. Motion by Hohol and second by Lawrence to recommend council approve the updated Harassment Policy. Motion carried unanimously (4-0).

Further discussion took place regarding time off for those employees that do not qualify for FMLA or just want to take extra time off without pay. Director Gillingham was tasked with drawing up a policy for the committee to review.

**Future agenda items:**

1. Number for ee's who do and do not elect benefits & SHRM Findings
2. Hiring policies
3. PAQ-Compensation Study status
4. Non-FMLA/LOA time off requests-draft of policy

**ADJOURNMENT**

Motion to adjourn by Hohol, second by Mayor Olson at 7:40 pm. Motion carried unanimously. (4-0)

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