

PERSONNEL COMMITTEE MEETING MINUTES

Monday, December 1, 2014 @ 5:30 p.m.

Mayor's Office

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

Absent & Excused:

Others in attendance: Amy Jo Gillingham, HR/Risk Management Director; Robert Kardasz, Utilities Director

CALL TO ORDER

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

Discussion and Approval of Personnel Committee Minutes of November 3, 2014:

Motion by Hohol, second by Boersma to approve personnel minutes of November 3, 2014. Motion carried unanimously. (4-0)

COMMUNICATIONS:

Update on Goals and Objectives presented by Director Gillingham.

Compensation Study Update: More information will be provided to the HR/ Risk Management Department in two weeks from Springstead.

Deputy Clerk Update: Deb Blaney has accepted the Deputy Clerk position.

Police Lt Position Update: Offer has been extended to internal applicant- Dan Jenks.

Police Officer Position Update: Background checks are being conducted and more information will be provided at the next Personnel Committee Meeting.

Fire Chief Update: Marty Lamers is retiring effective February 1, 2015. Job will be advertised, on December 2, 2015. Timeline and advertizing avenues were shared with committee.

EAP Program Update presented by Director Gillingham. Program "live" effective 12/14.

2015 Benefit Renewal Update presented by Director Gillingham. Renewal will be submitted to Finance Committee on December 9, 2014 for approval.

Stoughton Docs Requests will be forwarded to Mayor Donna Olson and Director Sullivan to review and take action.

Discussion and Approval of Stoughton Utilities Updated Position Description for Utilities Operations Superintendent: Director Kardasz presented updated position description for Utilities Operations Superintendent. Motion by Hohol, second by Lawrence. Motion carried unanimously (4-0)

Discussion and Approval of Stoughton Utilities Updated Position Description for Utilities Wastewater System Supervisor: Director Kardasz presented updated position description for Utilities Wastewater System Supervisor. Motion by Hohol, second by Boersma. Motion carried unanimously (4-0)

Discussion and Approval of Fire Chief Job Description. Approved and recommended by PFC. Suess stated this addition to agenda was not in compliance with the 24 hour notice required before upcoming meeting. Item will be added to next personnel committee meeting.

Discussion and Approval of hiring policies: Discussion and changes requested regarding hiring policies, Director Gillingham will present updated policies at the next personnel committee meeting.

Discussion and Approval of FMLA policy and Non-FMLA policy: Discussion and changes requested regarding FMLA and Non-FMLA policies, Director Gillingham will present updated policies at the next personnel committee meeting.

FUTURE AGENDA ITEMS:

- Update PD and policies
- Compensation Study

ADJOURNMENT

Motion to adjourn by Boersma second by Lawrence, at 7:00 pm. Motion carried unanimously. (4-0)

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