

PERSONNEL COMMITTEE MEETING MINUTES

Monday, April 13, 2015 @ 4:00

Mayor's Office

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

Absent & Excused: Eric Hohol

Others in attendance: Director Sullivan

CALL TO ORDER

Suess called the meeting to order at 4:08p.m.

1. Call to Order
2. Approval of the Minutes of the March 6, 2015 Personnel Committee Meeting
Motion by Suess to approve the 3/6/15 Minutes, Second by Lawrence, Motion carried unanimously.
3. Old Business
 - Review and action regarding payroll duties, updated job descriptions

Director Gillingham explained to the Committee that she had met with Director Sullivan and Mayor Olson to review the job descriptions, each employee's duties and to find a permanent home for payroll that meets the auditors request for separation of duties. Director Gillingham stated that the job descriptions for the Finance/Admin. Department were updated and duties were re-aligned to allow for the Deputy Clerk to take over the payroll processing responsibility. Job descriptions and responsibilities were reviewed to ensure an efficient and effective department structure.

Director's Gillingham and Sullivan stated that not all positions required major changes, therefore the job descriptions were updated and placed on the consent agenda for the Council. The changes to the job descriptions were reviewed with the Personnel Committee. Below are the positions placed on the Consent Agenda:

- Administrative Assistant-Reception
- Finance Accounting Specialist
- City Clerk
- Deputy Treasurer

Aldersperson Lawrence asked if the changes met the needs of the Department and the City and if Directors Gillingham and Sullivan were okay with the recommendations. Both Directors stated that they were good with the plan. Director Gillingham reminded the Committee that they had approved the job description change, title change and salary change for the Human Resources position which is what she had requested at the 4/13/15 Personnel Committee Meeting. All of the changes will go to the Common Council on 4/14/2015 for final approval.

Aldersperson Boersma had stated that he had reviewed the job descriptions and the changes he was in support of. Aldersperson Suess stated it doesn't make sense to her to move the payroll processing to the Deputy Clerk but she

stated she wouldn't hold things up. Director Sullivan explained to her that payroll was processed by the City Clerk's office traditionally.

Motion by Boersma to accept the job descriptions as written, second by Lawrence. Motion carried unanimously 4-0.

The Deputy Clerk job description was updated to reflect the addition of the payroll responsibilities. Director's Gillingham and Sullivan explained that based on the shift in responsibilities which includes payroll, an additional 10 hours per week is needed for this position. The Director's explained that this position would not be full time as the position is currently 20 hours per week and would shift to 30 hours. Alderperson Lawrence asked how this would be funded. Director Sullivan explained that the additional \$15K needed for both the Deputy Clerk and Human Resources Generalist would be pulled from the existing budget. Director Sullivan reminded the Committee that the positions have been vacant for a portion of the year also creating funding for the additional hours and compensation for the Human Resources Generalist.

Motion by Lawrence to accept the Deputy Clerk job description as written and to approve the additional hours from 20 per week to 30. Second by Boersma, Motion carried unanimously 4-0.

ADJOURNMENT

Motion to adjourn by Lawrence, second by Boersma. Motion carried unanimously 4-0. Meeting adjourned at 4:35pm