

PERSONNEL COMMITTEE MINUTES
THURSDAY, JANUARY 28, 2016 – 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Alderman Hedlund at 4:00 p.m.

Roll Call. Present: Alderman Hedlund, Hill, Chappell, Wall and Kupsik. Also Present: Mayor Connors, City Administrator Oborn, City Clerk Waswo, Chief Rasmussen, Parking Manager Sylvia Mullally, Lieutenant Ed Gritzner, City Attorney Draper and Chris Schultz of the Lake Geneva Regional News.

Comments from the public limited to 5 minutes. None.

Hill/Chappell motion to approve Personnel Committee minutes for December 2, 2015, as prepared and distributed. Motion carried unanimously.

Discussion/Recommendation on Wage Raises and Pay Scale Grades for Part-Time Employees

City Administrator Oborn presented a pay scale to the committee. He used the same process he had for the full-time employees. Alderman Chappell questioned the procedure for Alderman raises. Mr. Oborn explained an ordinance would have to be passed, and it would go into affect the following term. Alderman Hill asked if the City Attorney was the only position that was graded at 22 and wondered if the City Administrator should be at that level as well. Mr. Oborn stated Springsted did not provide the SAFE system to evaluate these, but it would make the process more clear. Once he is provided the evaluation, he will use the system and rescore positions.

Mr. Oborn discussed a number of salaried and hourly positions. Ms. Hill questioned why on other positions the trend is to lean toward the mid and they are going to the minimum for the PD Bookkeeper and part-time Dispatcher. He replied the full-time variance is a 6, and he did not want too much of a spread. Alderman Hedlund noted giving a 2% increase would have been less than increasing to the minimum. Mr. Oborn noted in the past, some of the positions had years in them. When a policy is done, some flexibility will be given for seniority. Ms. Hill said she does not like shooting for the minimum. Ms. Chappell asked if they are going to get to a point where the grades are tied to a pay range. Ms. Hill said that would come in with the performance evaluation side. Mr. Hedlund said they are establishing a base. Ms. Hill asked if these monies were budgeted for 2016. Mr. Oborn explained there is flexibility on hours. He will need to check with the Comptroller. If needed, a budget revision can be done. Ms. Hill said she did not agree with tying Department Heads' hands by making them monitor hours when a raise is given. She does not want this to be an additional complication. Mr. Oborn explained the budget may be raised, but the City will be able to bring in a better caliber of people when recruiting. Ms. Hill said they should have put in the 2016 budget 2% raises for part-time employees across the board as well. Mr. Oborn believes they did but would have to confirm with the Comptroller.

Mayor Connors added anything related to the Fire Department or Police Department should be referred to the Police & Fire Commission before going to Council. Mr. Hedlund asked if everyone is satisfied with the assigned pay scale grades. Mayor Connors noted Parking Maintenance Lead was listed twice with two different pay rates. The first position is being cut as the hourly rate went down. The second position had a significant raise. Mr. Oborn explained last year there was a Parking Supervisor and a Parking Manager. When the Manager position was created the Supervisor was not lowered even though the job duties changed. It is more like Lead 1 and Lead 2. The Supervisor position and Assistant position are put into the same category, recognizing the experience difference with the individuals. Mayor Connors questioned why the Parking Leads are at a 2 and the part-time PD Booking Officer and part-time Dispatcher are at 3 and 4 but are a lower hourly rate. Mr. Oborn said it was because he was at the minimum for PD positions. The Parking Leads were put higher as Mr. Oborn was focusing on the individual rather than the classification. Ms. Hill questioned if we should be focusing on the classification across the board rather than the individual. Mr. Oborn said that is where we are getting, but we are still transitioning. It was noted the minimum would be a starting wage for someone with no experience.

Hill/Chappell motion to recommend accepting and adopting the wage raises and pay scale grades for part-time employees as presented by the City Administrator with the exception of Police and Fire to go to PFC. Unanimously carried.

Discussion/Recommendation of Implementation of Wage Study including 1) Administrative Policy for Classification, Compensation, Performance System; 2) Performance Evaluations; and 3) SAFE Job Evaluation System Training. City Administrator Oborn listed two items from Springsted. Developing the compensation plan and implementation options was discussed earlier. He presented policy examples provided by Springsted from Elkhorn and Middleton where the SAFE job evaluations are discussed. The committee would need to understand the technical terms before developing a policy.

The current performance evaluation form seems to meet the criteria for evaluations. The evaluation must be done with set goals. Next year the goals can be evaluated and then decide to do pay raises which will be part of the policy. Ms. Hill asked how goals can be quantified for Department Heads and employees. Mr. Oborn answered they would want a policy with set criteria. Ms. Hill asked what the measurables are. Mr. Oborn said the complexity is every position will be different. Mr. Hedlund would like evaluations done no later than April to compare with end of year evaluations. Ms. Hill feels this should be a budget season discussion, most likely the end of summer before the budget workshops. Mr. Oborn explained pay raises are given January 1 but others do it on an anniversary date. Ms. Hill does not feel it's realistic to have evaluations and performance based raises completed for this budget season. Mr. Hedlund would still like to try. Mr. Oborn added they could still give direction to start the evaluations. Ms. Hill would rather establish a policy before this happens. Alderman Chappell suggested doing the first evaluation toward the end of summer and then a 2% status quo raise in 2017. Conversation followed on the best time to conduct evaluations. Mayor Connors asked if department guidelines or metrics could be established. He wondered if there would be any merit to establishing those metrics and guidelines first and then doing an evaluation in October to see where the employee ranks. There was discussion if all employees had seen their updated job descriptions. Mr. Hedlund explained by starting this process, it would reinforce the job description. Alderman Kupsik said the purpose is to establish ground rules for employees. It will take time but it should be done correctly. Mr. Oborn still needs the SAFE training from Springsted.

Wall/Kupsik motion to have performance evaluations done by March 31 to include goals and objectives for all full-time non-represented employees excluding Police and Fire, Utility and Library employees. Motion carried 4 to 1 with Alderman Chappell voting "no."

Ms. Hill asked what they meant by evaluation. Mr. Hedlund said they should use the example form that was given at the meeting. Ms. Chappell requested a different form be used. Mr. Hedlund replied items can be omitted. Ms. Hill felt going through this was a moot point without setting goals and objectives. She questioned when Department Heads will be evaluated. Mr. Oborn said he would do the evaluations, put them on the agenda and will come back so they can be reviewed. It was discussed the Aldermen would evaluate the City Administrator.

Closed Session

Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Wis. Stat. 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wis. Stat. 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: regarding grievances filed by Officer Dennis Dyon regarding Holiday Pay and Scheduled Vacation (City Attorney Draper)

Hill/Wall motion to go into closed session including the Mayor, City Administrator, City Attorney and Police Chief. Roll Call: Hedlund, Hill, Chappell, Kupsik, Wall voted "yes." Unanimously carried to go into closed session at 5:10 pm.

Open Session

Motion to return to open session pursuant to Wisconsin Statutes 19.85(1) and take action on any items discussed in closed session. Roll Call: Wall, Chappell, Kupsik, Hill, Hedlund voted "yes." Unanimously carried. Committee returned to open session at 5:23 pm.

Hill/Chappell motion to recommend denial of grievance filed by Officer Dennis Dyon and refer to Police and Fire Commission. Motion carried unanimously.

Hill/Chappell motion to adjourn at 5:24 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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