

Personnel Committee Minutes

Tuesday, February 6, 2018 – 4:30 PM

City Hall, Conference Room 2A

Meeting called to order by Chairperson Hedlund at 4:32 pm

Roll Call: Chairperson Richard Hedlund, Cindy Flower, John Halverson, Ken Howell, & Shari Straube (arrived at 4:42 pm) **Also Present:** Chief Rasmussen, Administrator Oborn, and Finance Director Hall

Comments from the public limited to 5 minutes, limited to items on this agenda.

None

Approve the Personnel Committee minutes from January 2, 2018, as prepared and distributed.

Ald. Howell motion to approve Personnel Committee minutes from January 02, 2018, second by Halverson

Motion carried 3-1, Ald. Flower opposed.

Request to amend the minutes by Ald. Flower reiterating action item missing from last month's minutes to confirm that the City Administrator will be hosting monthly staff meetings, requesting the recommendation from the ETF on the optimal timeframe to have ETF present and educate employees on upcoming insurance options and/or changes. Motion by Ald. Howell to approve the minutes as amended, second by Halverson. Motion carried 4 to 0.

**Discussion/Action/Recommendation on Employee Health Benefits costs and programs including:
Claims Paid 6 Month Rolling Average**

The rolling average is ticking downward, and Oborn believes it will continue to drop down. In six months from now another increase will likely happen with the December 2017 low dropping off.

Report from Employee Health Benefits Group Meeting

Chief Rasmussen requested there be a memo with information on the insurance to all employees as most didn't attend the 02/05/2018 meeting.

Ald. Flower asked Oborn if he asked the ETF to present, and he said he's never asked the ETF to come out for a presentation. Ald. Flower asked for Oborn to hold insurance staff meetings days before the Personnel Committee meeting rather than the day before the meeting. Ald. Hedlund suggested hosting a presentation in the Council Chambers, recording it and then have video on demand so employees can watch at their leisure.

Aurora Clinic

Oborn noted that the Aurora Clinic is to open on February 15, 2018.

Discussion/Recommendation of City Hall staffing reorganization including:

Changing Senior Financial Analyst/Treasurer full-time position to Lead Financial Analyst/Treasurer full-time position

Changing Financial Analyst full-time position to Financial Analyst part-time position

Changing Benefits Clerk part-time position to Human Resources Specialist full-time position

Changing Office Assistant part-time position to City Hall Counter Clerk part-time position

Corresponding Organizational Chart Change

Corresponding Budget Amendment

Motion by Ald. Howell, second by Halverson to approve the above referenced items. Motion carried 4-1 with Flower voting no.

Future agenda items and meeting date

Next meeting on March 6, 2018 with update on HR hire and city hall space.

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 for Public Works Director Earle, Harbormaster Grey, PD Communications Supervisor Froggatt, and Building and Zoning Administrator Walling and motion to go into Closed Session pursuant to 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 with regard to Police Officers Union Labor Agreement and Firefighters Union Labor Agreement

Motion by Ald. Howell to go into closed session, second by Halverson. Motion carried by roll call 5 to 0. The Personnel Committee continued into closed session at 5:34 pm.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion by Ald. Howell to return into open session, second by Halverson. Motion carried via roll call 5 to 0. The Personnel Committee reconvened into open session at 6:14 pm.

Motion by Ald. Flower to proceed as discussed in closed session for Earle, Gray, and Walling and send issues of Froggatt, Police Union, and Firefighters Union to City Council, second by Halverson. Motion carried 5 to 0. Motion carried by roll call vote 5 to 0.

Ald. Howell motion to adjourn the February 6, 2018 Personnel Committee at 6:15 pm, second by Halverson. Motion carried 5 to 0.

/s/ Blaine Oborn, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

2/27/2018 4:45 pm