

Personnel Committee Minutes

Tuesday, June 5, 2018 – 4:30 PM

City Hall, Conference Room 2A

Meeting called to order by Chairperson Proksa at 4:30 pm

Roll Call: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube. Also Present: Administrator Oborn and Finance Director Hall. Mayor Hartz joined the meeting at 4:40 pm

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

Jo Busch with the Utility Commission spoke on item 8 on the agenda, regarding employee health benefits and asked the committee to consider removing the spousal surcharge.

Approve the Personnel Committee minutes from May 8, 2018, as prepared and distributed

Motion to approve the May 8, 2018 minutes by Ald. Skates, second by Halverson. Motion carried 5-0.

Update on City Hall Work Space

Ald. Flower proposed reducing the front counter traffic by streamlining rules and automation of services. There was further discussion on timelines and space planning. Administrator Oborn proposed a facilities analysis study in the upcoming budget.

Discussion/Action/Recommendation on advance filling likely Public Works Department Vacancy

Ald. Halverson motion to fill the Public Works Department position, second by Straube. Motion carried 5-0.

Out-of-State Travel:

iWorQ Training for Building & Zoning Clerk

Discussion was that there was nothing budgeted for this, needs to be added. Ald. Flower motioned to allow up to \$1,000 for the training, second by Halverson. Motion carried 5-0.

ICMA Conference for City Administrator

Discussion was this is in the budget. Ald. Skates motion to approve the travel expense, second by Straube. Motion carried 5-0.

Discussion/Action/Recommendation on Employee Health Benefits including:

Claims Paid 6 Month Rolling Average

Report shared with the group by the Administrator Oborn

Transition to State Health Insurance Pool

Update shared with the group by the Administrator Oborn

Wellness Program with HealthCheck 360

Motion by Halverson to discontinue this program as recommended, second by Flower. Motion carried 5-0.

Transparency Program with DirectPath

Motion by Flower to continue this program as recommended, second by Halverson. Motion carried 5-0.

July 1, 2018 COBRA rates

Motion by Flower to approve the July 1, 2018 COBRA rates as presented, second by Halverson. Motion carried 5-0.

Working Spousal Surcharge Resolution

Motion to recommend to discontinue the spousal surcharge by Ald. Halverson, second by Skates. Motion carried 3-2 with Proksa and Flower voting no.

Employee Premium Share Resolution

Motion by Skates to send to Council without recommendation, second by Flower. Motion carried 5-0.

Report from Monthly Employee Health Benefits Group Meeting

Oborn provided update from meeting and noted that the clinic needs to be used more.

Future agenda items and meeting date

Proksa requested "Onboarding for elected officials" as a future agenda item and the next meeting is July 3rd.

Ald. Flower officially excused herself from the closed session item and departed from the meeting.

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 regarding employee contracts, pay, and benefits for: Jim Flower, Code Enforcement Officer / Assistant Building Inspector

Ald. Proksa motioned to go into closed session at 6:16 pm, second by Halverson. Motion carried via roll call 4-0.

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

Motion to return to open session by Ald. Skates at 6:28 pm, second by Halverson. Motion carried via roll call 4-0.

Motion to promote Jim Flower from Pay Grade 5 to Grade 7 as part-time Assistant Building Inspector/Code Enforcement Officer by Ald. Skates, second by Halverson. Motion carried 4-0.

Ald. Halverson motion to adjourn at 6:49 pm, second by Straube. Motion carried 4-0.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE