

**PERSONNEL COMMITTEE MINUTES
THURSDAY, OCTOBER 27, 2016 – 4:00 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:05 p.m.

Roll Call. Present: Aldermen Hedlund, Horne, Flower. Absent: Aldermen Chappell and Howell. Also Present: City Administrator Oborn and City Clerk Waswo

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

None.

Approve the Personnel Committee minutes from September 21, 2016 and October 4, 2016 as prepared and distributed

Horne/Flower motion to approve. Motion carried 3 to 0.

Discussion/Recommendation/Action on filling Building & Zoning Administrative Assistant Vacancy

This position is primarily Building and Zoning but also does accounts receivable and duties for the Administrator. Mr. Oborn will do a full recruitment and advertise on the website.

Discussion/Recommendation on revising the Employee Compensation Policy including calculation of performance rate adjustments

Mr. Oborn stated a 3% raise was approved. Excellent is 100% if you are below mid. It's a 30% spread. If you are between a 0 and 15% of that grade, then you are below mid. Above mid is 15% of the 30% of that spread. It is 100, 70 and 40 at satisfactory and that translates from what comes off the evaluation. The evaluation has a summary at the end and the supervisor checks it and whatever box they check, the employee gets. If they are above mid, then it is half and it is 50, 35 and 20. After doing the employee education on the compensation policy, he felt it may be too stringent. Alderman Horne said one box pretty much dictates the evaluation and that worries him. Mr. Oborn said the spread for above mid is 1.5 and .05. We budgeted for the full amount but don't want to see everyone at the top. Mr. Oborn said he made it clear with supervisors that the evaluations have to correlate overall. Basically it can be marked overall but under the first option, they have discretion. The supervisor can check the box and give them discretion within the range of the score. Option 2 is what we are doing today. The math would be done in personnel or HR. We would go through and average it out.

Mr. Horne thinks the supervisor does need to have some type of discretion but there has to be a way to do checks and balances. He feels leery about the situation. He questioned what the checks are on the supervisor that their evaluation was fair. Mr. Oborn said they have to go through each line and be accountable for it. He suggested option 1 for seasonal people and option 2 for full-time, permanent employees. Mr. Hedlund asked if option 1 could be done with a supervisory range. He doesn't like it the way it is now, with everything being on one box. Mr. Horne said if you don't set the parameter with the supervisors, you are setting a precedent. We do need to tell them all employees can't be excellent. Mr. Oborn said one of the issues is that our salaries are public. Mr. Hedlund asked if we could use numbers. Mr. Oborn stated he may add goals into the equation. Mr. Oborn noted the evaluations are due November 17th. The consensus was to bring this item to council.

Closed Session

Flower/Horne 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 City Administrator Annual Performance Evaluation.

Roll Call: Flower, Horne, Hedlund voting "yes." Motion carried 3 to 0.

Personnel Committee went into closed session at 4:52pm.

Open Session

Horne/Flower motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session.

Roll Call: Flower, Horne, Hedlund, voting “yes.” Motion carried 3 to 0.

Personnel Committee returned to open session at 5:22 pm.

Horne/Flower motion to proceed as directed with the evaluation and compensation as discussed in closed session. Motion carried 3 to 0.

Adjourn

Horne/Flower motion to adjourn at 5:23pm. Motion carried 3 to 0.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE