



MINUTES OF THE PERSONNEL COMMITTEE

**TUESDAY, SEPTEMBER 25, 2018, 4:30 PM
CITY HALL, ROOM 207**

A. ROLL CALL.

I. Members: Ald. Bill Galvin, Chair, Ald. Kathy Lefebvre, Vice Chair, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax

Present: Veronica Corpus-Dax, Barbara Dorff, Kathy Lefebvre, Bill Galvin.

Others present: Ald. Mark Steuer, Ald. Brian Johnson, Community Development Director Kevin Vonck, Assistant Community Development Director Cheryl Renier-Wigg, Fire Chief David Litton, Police Chief Andrew Smith, Parks Director Dan Ditscheit, City Attorney Vanessa Chavez, Chief of Staff Celestine Jeffreys, Human Resources Director Joe Faulds, HR Operations Manager Melanie Falk and others.

B. APPROVAL OF THE AGENDA.

Moved by Ald. Barbara Dorff, seconded by Ald. Kathy Lefebvre to approve the agenda. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from September 11, 2018.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Kathy Lefebvre to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Consideration with possible action on request for out of state travel for Officer Bloch to attend Breaching the Barricade Law Enforcement Conference in Elkhart, Indiana, October 4-6, 2018 at no cost to the City for room, board or transportation.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

2. Consideration with possible action on request to reorganize the Department of Community and Economic Development as follows and fill the positions and all subsequent vacancies resulting from internal transfers.

a. Reclassify the Development Services Manager position from Pay Grade N (\$75,545-\$88,878) to a Principal Planner position at Pay Grade L (\$66,851-\$78,644).

b. Reclassify the Plan Review Administrator position from Pay Grade L (\$66,851-\$78,644) to a Chief Building Official position at a Pay Grade O (\$79,892-\$94,016).

c. Reclassify the exempt Community Investment Manager position from Pay Grade L (\$66,851-\$78,644) to a non-exempt Housing and Zoning Enforcement Coordinator position at Pay Grade J (\$27.95-\$32.87/hour).

Moved by Ald. Kathy Lefebvre, seconded by Ald. Barbara Dorff to approve the reorganization as presented. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

3. Consideration with possible action on request to modify Retiree Reimbursement (Escrow) Fund summary plan description.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

4. Discussion on request by Ald. Steuer to review managerial changes at the Wildlife Sanctuary and proposal for 2019 budget.

The Committee may convene in closed session pursuant to Sections 19.85(1)(c), Wis. Stats., for purposes of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to go into closed session. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to return to regular order of business. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to receive and place on file.

Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

E. INFORMATIONAL.

1. Report of routine personnel actions for regular employees.

Moved by Ald. Kathy Lefebvre, seconded by Ald. Barbara Dorff to receive and place on file. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

2. Next meeting date: October 9, 2018.

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to adjourn the meeting.

Motion carried.

Yes- Barbara Dorff, Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

VERBATIM MINUTES

- Let's get the personnel meeting going here. We'll start out with roll call.
Alder Galvin is present.

- Alder Dorff, present.

- Alder Corpus-Dax, present.

- Alder Kathy Lefebvre, present.

- [Galvin] Everyone's present and accounted for.

- [Female 1] Let's work with the agenda?

- [Female 2] Second.

- [Female 3] Second.

- [Galvin] Do we have a motion to approve agenda, and a second; all in favor?

- [Female 1] Aye.
- [Female 2] Aye.
- [Female 3] Aye.
- [Galvin] Alder, I'm gonna give it to Alder Lefebvre.
- [Lefebvre] I'll let you guys do the minutes.
- [Galvin] All right; I need an approval for the minutes.
- [Female 2] Move to approve?
- [Female 3] Second.
- [Galvin] We have a motion to approve and a second. All in favor?
- [Female 1] Aye.
- [Female 2] Aye.
- [Female 3] Aye.
- [Galvin] It passes unanimously. On to regular business. That's fine. All right. Item D1, consideration with possible action request for out of state travel for officer Bloch to attend breaching the barricade law enforcement conference in Elkhart, Indiana, October 4th through the 6th, 2018, at no cost to the city for room, board, or transportation.
- [Female 1] Move to approve.
- [Female 2] Second.
- [Galvin] All in favor?
- [Female 1] Aye.
- [Female 2] Aye.
- [Galvin] Any nays on that? Okay. It passes unanimously. All right, item D2, consideration with possible action request, reorganize the Department of Community and Economic Development as follows, fill in the positions and all subsequent vacancies resulting from internal transfers, reclassify the Development Service Manager position from pay grade N to a Principal Planner position at pay grade L, B, reclassify the Plan Review Administrator position from pay grade L to a Chief Building Official position at pay grade O, and C, reclassify the exempt Community Investment Manager position from pay grade L to a non-exempt Housing and Zoning Enforcement Coordinator Position at a pay grade of J. Staff?
- [Staff] So you guys, you have the memo attached to your packet that goes through, there's three positions that are reclassified. I think the high-level points of it is that we have the Building Inspectors and the Housing Zoning Inspectors reporting to one person. The Principal Planner will be looking at more long-term planning and then to summarize the Housing and Zoning

Enforcement Coordinator will be kind of like, their work. Coordinating with what the Housing and Zoning Inspectors will be doing and in gathering specific questions, the Assistant Director Cheryl Renier-Wigg is here to answer specific questions.

- [Female 1] I just got a question. The change in the amounts for the pay is it because of the duties you found out don't match the --

- [Staff] Yeah, so with all of the responsibilities that we have when we do a reorg is we send out to our consultant to look at the job responsibilities,

- [Female 1] Yeah

- [Staff] internal equity and also the market comparison to determine what the salary will be. So that's how we determine that.

- [Female 1] I would think so, yeah. You probably would have to do these because the one has gone up and the other has gone down.

- [Female 2] And I think as part of this reorganization that allows us to look at some of the nuisance issues that we've had.

- [Staff] Right

- [Female 2] You know, so we've put a little money aside for the Rat Inspector or whatever, but creating this Nuisance Inspector position can fill some of that gap and be able to do that on a consistent and ongoing basis instead of when the needs pop up.

- [Female 3] So are there people currently in these positions?

- [Female 4] Not - the Development Center Services Manager which has become the Principle Planner - is vacant. Now, on the other two positions, there are people in those positions.

- [Male 1] Are we advertising that? I'm sorry.

- [Female 3] That's, so the one, so the Community Investment Management position is that a great decrease in salary?

- [Female 4] Yes

- [Female 3] Okay, it is, okay.

- [Female 4] In that position, the management portion of that position was removed. It originally was a middle management position.

- [Female 3] Okay, okay, thank you.

- [Male 1] And you're advertising for that vacant position or is that being held now?

- [Male 2] We'll have this, we'll have this are you talking about the Principal Planner?

- [Male 1] Yeah

- [Male 2] I think we'll have discussions on whether or not we'll post that. How quickly we do that, if we feel like this year, or starting January first. I think with the other two positions, we'll have internal candidates for that.

- [Male 1] But you're satisfied it's going to make everything much more efficient and easier to work with?

- [Female 4] Absolutely and it's going to save the city some money.

- [Female ?] I don't want any walnuts on it.

- [Female 4] Yeah

- [Male 1] Thank you.

- [Female 4] Uh huh

- [Galvin] Any other questions? I'll entertain a motion?

- [Female 1] We'll make a motion to accept the report as stated.

- [Galvin] Okay, motion to accept the report as stated?

- [Female 2] Okay, I'll second that.

- [Male 2] Second

- [Galvin] All in favor?

- [Female 1] Aye

- [Female 2] Aye

- [Galvin] Aye It passes unanimously.

- Moving on to item number three - consideration with possible action on a request to modify the Retiree Reimbursement Escrow Fund Summery Plan Description. Staff?

- Alder Gavin, do you want to serve?

- [Galvin] Sure; employees hired before the year 2010 are allowed to not take vacation during the course of their career and accumulate a certain amount of vacation days. And they are also to accumulate a certain amount of sick days. Upon retirement, those days were given a cash value and they were allowed to use it only to pay their health insurance premiums. We recently found out, well, we knew, but no one really understood it, that when the retiree passed away, his wife and dependents were not able to access those funds. So, the funds went away. So, there's an officer that is dying from a brain tumor. He has money left in his escrow account and he would like his wife to be able to use it to continue to pay for her insurance premiums. But, Saul, I went to Joe and he was very, very helpful and fast-tracking this because this officer doesn't have much time to live and it's worrying him to death, so to speak. And so, Joe has been very good about making the necessary changes so that when an ex, retired city employee passes away, if there is money left in that

account, his wife and/or his dependents can use it to continue to pay for health insurance until the money is all used up.

- [Female 1] That's great.

- [Female 2] Yeah

- [Staff] And the document just effectuates those changes.

- [Galvin] Right

- [Dorff] Well, I definitely move to approve that.

- [Corpus-Dax] Second

- [Galvin] We have a motion by Alder Dorff seconded by Alder Corpus-Dax to approve this. All in favor?

- [Female 1] Aye.

- [Female 2] Aye.

- [Female 3] Aye.

- [Galvin] That passes unanimously. Item four, discussion and request by Alder Steuer to review managerial changes at the Wildlife Sanctuary and proposal for 2019 budget.

- [Female 1] I'd like to convene a closed session for this.

- [Galvin] Okay

- [Female 1] I make a motion to convene a closed session.

- [Female 2] Second

- [Galvin] And we have a second?

- [Female 1] And I'll read that.

- [Galvin] Uh, sure.

- [Female 1] Okay; the committee may convene in closed session pursuant to sections 19.85, 1C Wisconsin Statutes for the purpose of employment, promotion, compensation, or performance evaluation date over which the government body has jurisdiction or exercises responsibility. The committee may thereafter reconvene an open session pursuant to section 19.85, subsection 2 Wisconsin Statutes to report the results of the closed session and consider the balance of the agenda.

- [Galvin] All those in favor?

- [Female 1] Aye.

- [Female 2] Aye.

- [Female 3] Aye.
- [Galvin] That passes unanimously. This meeting is now in closed session.
- The Personnel Committee is back in open session.
- I'd like to move that we receive and place in file the discussion that we had in the closed session.
- Second
- I have a motion that we receive and place in file and a second, all in favor?
- Aye.
- Aye.
- Aye.
- Any opposed? It passes unanimously. Moving on to item E1, report of routine personnel actions for regular employees? Staff?
- Yes, I have the reports and
- Alright, does anyone else have any questions about the staff movement? May I entertain a motion?
- I move that we accept the report of regular employees.
- Second
- Motion by Alder Lefebvre to accept the report, and a second by Alder Dorff - all in favor?
- Aye.
- Aye.
- Aye.
- With none opposed, it passes unanimously. Our next meeting is set for October ninth 2018. And I'll entertain a motion for adjournment.
- Motion to adjourn
- Second
- All in favor?
- Aye
- Aye
- Aye

- Aye and Personnel Committee is adjourned.