



MINUTES OF THE PERSONNEL COMMITTEE

**TUESDAY, JANUARY 8, 2019, 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

Others Present: Ald. Wery, Ald. Johnson, Park, Recreation and Forestry Director Dan Ditscheit, Water Utility General Manager Nancy Quirk, Public Works Director Steve Grenier, Police Chief Andrew Smith, Finance Director Diana Ellenbecker, Fire Chief David Litton, Chief of Staff Celestine Jefferies, Transit Director Patricia Kiewiz, 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. Veronica Corpus-Dax 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 November 27, 2018.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Barbara Dorff 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 to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Legal Assistant - Law
- b. Public Works Superintendent (Parking) - Public Works
- c. Parking Maintenance Technician - Public Works
- d. Human Resources Generalist - Human Resources

Moved by Ald. Kathy Lefebvre, seconded by Ald. Barbara Dorff to approve the request to fill all of the replacement positions and subsequent vacancies resulting from internal transfers. Motion carried.

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

2. Consideration with possible action on request by Ald. Johnson to eliminate the requirement for prior authorization for budgeted or cost neutral out-of-state travel.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to eliminate the requirement for prior authorization for budgeted or cost neutral out-of-state travel. Motion carried.

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

3. Consideration with possible action on request to approve the following wage agreements with a 2% general salary increase effective in which October 1, of the respective year occurs.

- a. Parks & Forestry Labor Association 2018
- b. Parks & Forestry Labor Association 2019
- c. Public Works Labor Association 2018
- d. Public Works Labor Association 2019
- e. Public Works Labor Association - Electrical Division 2018

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

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

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

4. Update and discussion on Bus Operator labor negotiations.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee

may thereafter reconvene in open session pursuant to § 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. Veronica Corpus-Dax seconded by Ald. Barbara Dorff 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. Veronica Corpus-Dax seconded by Ald. Kathy Lefebvre to direct staff to proceed as discussed in closed session. Motion carried.

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

E. INFORMATIONAL.

1. Recruitment initiated for Park Facilities Supervisor (Food & Beverage) that was approved as part of 2019 budget.

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

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

2. 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

3. Next meeting date: January 29, 2019.

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

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

VERBATIM MINUTES

- Start.
- [Woman] No, no, no, no, no.
- Are we live?
- We're live.
- We're live.
- Okay it's the start of the Personnel Committee.
- So that one is first to go.
- We'll bring this to order here and we'll do a roll call. Each, whoever wants to just.
- Alder Dorff is here.
- Alder Corpus-Dax.
- Alder Kathy Lefebvre, here.
- And Alder Galvin is also present. All are present and accounted for. Next, approval of the agenda.
- Move to approve.
- Second.
- I have a motion to approve and a second, all in favor?
- [All] Aye.
- That passes unanimously. And looking for approval of the minutes from our last meeting on November 27th.
- Move to approve.
- Second.
- I have a motion to approve and a second. All in favor?

- [All] Aye.

- And that passes unanimously. On to Regular Business, Item D. Are we good to go? Okay, number one, consideration with possible action on a request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers. A, Legal Assistant in the Law Department. B, Public Works Superintendent, parking for Public Works. C, Parking Maintenance Technician for Public Works, and D, Human Resources Generalist in Human Resources staff.

- So you have there, request to fill in your packet. If you have any questions on the specific positions, we can answer those, otherwise.

- Does anyone have any questions?

- I don't have any questions, no.

- I think that yeah, we should fulfill the positions.

- All right.

- I'd like to make a motion that we, should we take them all together?

- Yes.

- Okay, that we fulfill the legal, well, A, B, and C, D positions that are so stated.

- Second.

- All right. All in favor?

- [All] Aye.

- That passes unanimously. Number two, consideration with possible action, request by Alder Johnson to eliminate the requirement for prior authorization for budgeted or cost neutral out-of-state travel, staff?

- There's a memo attached in your packet. I'll just run through it really quickly. Alderperson Johnson wants to look at our travel policy. Our current policy is also attached as well. For in-state travel, that's approved by our department head, that includes Chicago and Minneapolis. For out-of-state travel, it can be approved either through the budget process. So when the department knows about upcoming out-of-state travel, that can be approved in the budget. If during the year, out-of-state travel comes up, then the department needs to go to Personnel Committee and Common Council to approve it. If there can't be approval before travel occurs, there can be emergency authorization that gets approved by the mayor, first line committee chair, and then the president of the Common Council. So those are our options right now. And then all of the cost-neutral travel still needs to be approved as well. So we did some research for other municipalities and what they have is they have varying approvals. They could have either the mayor as a manager, personnel committee, or Common Council or department heads have approved it. And for all the cost-neutral travel, they do

require authorization as well. I just want to highlight, with Fond du Lac, they have that the department head does approve out-of-state travel, but for higher expenses the city manager will approve it. I'm not sure what that is, if it's \$500, a thousand, or better, but I'm not sure what it is. Same thing we're seeing. There's certain out-of-state travel that's approved by the mayor or the administrative manager, I'm not sure what the requirements are.

- So, that's pass

- All right, thank you. Alder Johnson.

- I just kind of brought this forward because I've noticed in a number of meetings, we've been approving these out-of-state travel requests. And I kind of asked the question of staff, I guess why we had that policy in place as opposed to trusting our department heads with making that decision. I mean we allow them to make decisions for acquisitions of up to \$25,000, and then yet we put it in front of the committee in front of Council to make a decision about traveling to Texas to pick up a piece of equipment that didn't cost us anything. And so that was just a little bit puzzling to me, I mean just because you can tell someone when to go to the bathroom doesn't mean you ought to. So I think it's one of those things where I think we ought to trust our staff to do their job, that we hired them for. You hold them accountable for it. If this is something that we budgeted for, I just question why we need to have that level of bureaucracy and oversight. You can buy a plane ticket to LA probably for cheaper than what it is to drive to La Crosse with mileage expense. So just asking the committee to maybe reevaluate the necessity to have that level of bureaucracy over something that, to me, should be handled by management.

- Thank you.

- What does staff recommend?

- And, staff recommendation?

- Well, I think it would be more efficient if we didn't have approval. I mean there's no doubting that. So I think we haven't had too many issues at this time, but sometimes we need emergency authorization, it is a little kind of hectic to try and get that authorization. So we would, I think we would like to have, to not have the approval through the Common Council. I don't think there's been too many issues right now, but it would be more efficient if we just had department heads make the decision and then hold them accountable for their budget.

- Their budget.

- All right, thank you very much.

- Just so it's reported somewhere.

- If we want to know, we'll see

- Are there any interested parties that would like to say something on this, or ask any questions? All right, thank you. I'd entertain a motion.

- I would, well go ahead.
- No, fine.
- I'm afraid of it.
- I would move that we would eliminate the requirement for prior authorization for budgeted or cost-neutral out-of-state travel, and leave it up to the department heads.
- I would second that.
- Second, all right, all in favor?
- [All] Aye.
- All, any opposed? That passes unanimously.
- And then, I think what we'll do is the HR department will draft the policy and then have that go through personnel and have you guys approve it.
- And then the Council. All right.
- Good.
- Thank you very much. Item number three, consideration with possible action on the request to approve the following wage agreements with a 2% general salary increase, effective in which October 1st of the respective years occurs. Parks and Forestry Labor Association 2018, Parks and Forestry Labor Association 2019, Public Works Labor Association 2018, Public Works Labor Association of 2019, Public Works Labor Association Electrical Division 2018. Staff? So you can take all these together if you choose to. So in the city we have labor associations in our Parks and Forestry Department, our Public Works and then for the Laborers and then we also have the electrical division that we have labor association with. Since there's limited bargaining rights for those labor associations we do bargain the wage, but these contracts go over, is that the 2% increase for those employees for 2018 and 2019. Typically what we would do is we'd enter into an agreement at the end of the year, 2018, November, December, that kind of recorded the contract that they got to a 2% increase that council approved for general admissible employees. What we've done this year is we've decided that since the Common Council's approved 2% increase this upcoming October, just get the 2019 contract out of the way as soon as we can. So that's why you have 2018 and 2019.
- Right, okay, any questions for staff?
- I don't have any problem with this as a mutual agreement.
- Okay, any comments, concerns or questions from anybody out in the public? All right, thank you. All right I'd entertain a motion then.
- I'll make a motion that we accept the labor contract as so stated.

- Second.
- All right, all in favor?
- [All] Aye.
- Then that passes unanimously. Update and discussion on the Bus Operator labor negotiations, staff.
- Sorry to say, I say we go into closed session.
- Closed session.
- Move to go into closed session. And I'll read the statement.
- I think I need a second.
- Second.
- Second.
- Okay, all in favor?
- [All] Aye.
- Okay, then that passes.
- The committee may convene in closed session pursuant to 19.85, Wisconsin Statutes, for the purpose of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to Section 19.82, Wisconsin Statute, to report the results of the closed session and consider the balance of the agenda.
- All right, so we're closed session. We'll notify you as soon as we're out, and we just ask you be patient and step outside.
- We have actually, asking you in a little while.
- Not here, I wish she would.
- Committee I don't know if I start.
- I'm sure we recorded it
- Okay.
- All righty. We'll get going on our last agenda item here. We were on the Bus Operator labor negotiations. I'll entertain a motion to reference that.

- So I make a motion to proceed as directed in closed session for staff to proceed as directed in closed session.

- And I second.

- And we have a motion and a second. All in favor?

- [All] Aye.

- That passes unanimously. Okay under section E for informational, number one. Recruitment initiated for Park Facilities Supervisor, Food and Beverage, that was approved as part of the 2019 budget, staff?

- So you do have in your packet the information on that. That position was approved in the 2019 budget so we're just giving you an informational report that we'll be starting recruiting for that and we're hoping to hire, I think, around March 1st, as the generalist indicated.

- All right. I think we can just receive that and place on file?

- Yeah.

- Move to receive and place on file.

- Second.

- Second, all in favor?

- [All] Aye.

- Report of routine personnel actions for regular employees. Did anyone have any questions for staff on that?

- No.

- All right, I'll entertain a motion.

- I'll make a motion that we approve.

- Receive.

- Receive and place in file, I'm sorry.

- Second.

- All right, all in favor?

- [All] Aye.

- Passes unanimously. And number three, our next meeting date is January 29th, 2019, and I would entertain a motion to adjourn.
- Move to adjourn.
- Second.
- All in favor?
- [All] Aye.
- This meeting is adjourned.
- Whoo, thank God.