



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, MARCH 12, 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

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

Others Present: Finance Director Diana Ellenbecker, Financial Supervisor Nina Robinette, Human Resources Director Joe Faulds, HR Operations Manager Melanie Falk and others.

B. APPROVAL OF THE AGENDA.

Moved by Ald. Kathy Lefebvre, 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 February 26, 2019.

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

D. REGULAR BUSINESS.

I. Consideration with possible action on request to reclassify the Sr. Landscape Architect position to a Civil Engineer II position and request to fill the Civil Engineer II position and all subsequent vacancies as a result of internal transfers.

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

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

E. INFORMATIONAL.

I. Report of routine personnel actions for regular employees

Moved by Ald. Veronica Corpus-Dax, 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: March 26, 2019.

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

Meeting adjourned.

VERBATIM MINUTES

-And for the personal committee just so everyone understands, the system for us to do this electronically is not working. I'm using a hard copy and I'm the only one up here.

- I'm fine.

- That's fine if it's just one.

- All right, well, you guys--
- Two of us got in but now we're not registered.
- So we'll start with the roll call.
- Barb Dorff here.
- Alder Corpus-Dax present?
- Alder Kathy Lefebvre present.
- And Alder Galvin, so all are present and accounted for. I'm looking for an approval of the agenda.
- So move.
- Second.
- I have a motion to approve by Alder LeFebvre, second by Alder Corpus-Dax, all in favor.
- Aye.
- That passes unanimously. I'm looking for an approval of the minutes from our last meeting at February 26, 2019.
- Move to approve.
- Second.
- I have a motion for approval by Alder Dorff, second by Alder Corpus-Dax, all in favor.
- Aye.
- That passes unanimously and on to regular business. The first assignment is consideration with possible action on a request to reclassify the Senior Landscape Architect position to a Civil Engineer II position and request to fill the Civil Engineer position and all subsequent vacancies as a result of internal transfers of staff.
- So we have tonight is one item and it's a pretty straight forward request, but there is some background information I'd just like to go through so we're all on the same page with it. Director Ditscheit could not be here tonight because he's in Florida with his family, probably having a lot of fun, that's okay. Nina Robinette's here if you have any questions. I can try answering them to start with. So what we're asking for is for our Senior Landscape Architect position to be reclassified as Civil Engineer II, and you can see in the memo that right now the Design Development in the division works on these projects and construction for the Parks department, they then send it to DPW to work on the engineering plans and designs. So that what happens is, really not to blame anyone, but DPW has a lot of projects going on, so sometimes, DPW has to put the Parks project to the back burner, a little bit. So what directors Ditscheit and Grenier stated was that they might have to use

outside Civil Engineers, so that's one thing we're trying to avoid here, and also they have the Parks department work on these projects to make it a priority of them. So what they're asking to do is make our Senior Landscape Architect to be a Civil Engineer II, and that's what the reclassification is, so that's what the request is. The other part of it is that the Design and Development Superintendent, which was approved by the Council in the budget process. So that position was approved in November, and we're going to be filling in that position with an internal candidate. We're also going to be retitling that position to a Park Planner, and that doesn't come to the Council because it's just more of a retitling, we're now changing the job description without changing the pay. So our internal candidate will go from a Senior Landscape Architect position to a Park Planner position, and then we will reclassify the Senior Landscape Architect to a Civil Engineer II

- So no one loses their job?

- Well that's part of it, and also director Ditscheit believes that the current Senior Landscape Architect is the right person for the position, so that works out well for all of us, and then with the physical impact there won't be one for the Design and Development Superintendent which is the Park Planner position, because the person will be hired at step one, which we budgeted for, and then for the Civil Engineer II, it'll likely not be physical impact because it's the same pay grade as the Senior Landscape Architect, but if there is an internal transfer, we might hire a personnel at a higher level than what we budgeted for, but that's, it might happen, it might not, we're not sure, so, I'm not sure if that was clear, if you guys have any questions?

- I have no questions, anyone else? Alright, so entertain a motion?

- Move to approve?

- Second.

- I have a motion to approve by Alder Dorff, second by Alder LeFebvre, all in favor?

- Aye.

- That passes unanimously. Onto item number two, okay, informational, report of routine personnel actions for regular employees, has everyone had a chance to look it over and have some of you have any questions about the proposed moves? No?

- No questions.

- Okay may I entertain a motion?

- Motion approved.

- Approved and receive and place on file.

- Second.

- Alright I have a motion by Alder Corpus-Dax to receive and place on file, seconded by Alder Dorf. All in favor?

- Aye.
- And that passes unanimously. Our next meeting date is set for March 26th 2019. Okay?
- All set.
- This meeting is adjourned