

## REPORT OF THE HUMAN RESOURCES COMMITTEE

Todd Ferkey

Scott Kellogg

Thaddeus Kubisiak

Date of Meeting: 02/06/2018  
Reported to Council: 02/20/2018

The Human Resources Committee met at 4:00 p.m. on Tuesday, February 6, 2018, in the third floor conference room at City Hall. All members were present. Also present were: Dawn Urban, Mayor Vruwink, Sue Schill, Debbie Nash, Tim Desorcy, Paul Przybelski, and Alderperson Rayome.

1. Call to order.

The meeting was called to order by Chairperson Todd Ferkey at 4:00 p.m.

2. Introduction of HR Director, Dawn Urban, and update from Dawn on the HR Department.

HR Director, Dawn Urban was introduced.

3. Consideration of hiring a part-time, seasonal position to assist with Airport Management duties. This position will be funded as part of the Airport Management contract that the City has with the South Wood County Airport Commission.

It was moved by Ferkey, and seconded by Kubisiak to hold this item over until the March Human Resources Committee meeting. Motion carried unanimously.

4. Consideration of a request from Ryan Giefer to hire a Wastewater Operator intern.

It was moved by Ferkey, and seconded by Kellogg to approve a request from Ryan Giefer to hire a Wastewater Operator Intern, with the position not to exceed forty hours per week. Motion carried unanimously. See the attached job description.

5. Consideration of the restructure of the HR Benefits Coordinator to a Senior HR Generalist position. Approve a job description and pay grade for the Senior HR Generalist position.

It was moved by Kellogg, and seconded by Ferkey to approve the restructuring of the HR Benefits Coordinator position to a Senior HR Generalist position, and set the compensation at pay grade 9. Motion carried unanimously. See the attached job description.

6. Review/approve Workplace Harassment and Expectations of Workplace Professionalism policies.

It was moved by Ferkey, and seconded by Kellogg to approve Workplace Harassment and Expectations of Workplace Professionalism policies with minor revisions as suggested. Motion carried unanimously. See the attached policies.

7. The Committee may vote to go into closed session pursuant to Wisconsin State Statutes Section 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".

It was moved by Ferkey, and seconded by Kellogg to go into closed session pursuant to Wisconsin State Statutes Section 19.85(1)(C). A roll call vote was taken. Motion carried unanimously.

In closed session, the Committee may consider a request from Alderperson Kellogg to provide a stipend to City Attorney Sue Schill in recognition of her work in the Human Resources Department in the absence of an HR Director.

In closed session, the Committee considered a request from Alderperson Kellogg to provide a stipend to City Attorney Sue Schill in recognition of her work in the Human Resources Department in the absence of an HR Director.

8. The Committee may vote to go into open session and may take action on a stipend for the City Attorney.

It was moved by Ferkey, and seconded by Kellogg to go into open session. Motion carried unanimously.

In open session it was moved by Kellogg, and seconded by Ferkey to compensate City Attorney Sue Schill \$400 per month for the six months she served as acting HR Director in addition to her normal job duties, during which time the department was also without a Benefits Coordinator for four months, for a total of \$2400. Motion carried. Two ayes, one nay, with Kubisiak voting in the negative.

9. In open session, the committee will vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".

It was moved by Ferkey, and seconded by Kubisiak to go into closed session pursuant to Wisconsin State Statutes Section 19.85(1)(C). A roll call vote was taken with all members voting in the affirmative. Motion carried.

10. In closed session, the Committee will discuss negotiation strategy regarding a successor labor agreement with International Association of Firefighters Local 425.

In closed session the committee discussed negotiation strategy regarding a successor labor agreement with International Association of Firefighters Local 425. The City directed City staff to present a final offer to IAFF Local 425.

11. The Committee may return to open session and may take action on a successor labor agreement with IAFF Local 425.

No action was taken.

12. Adjourn.

It was moved by Kellogg, and seconded by Kubisiak to adjourn. Motion carried unanimously. The meeting adjourned at 5:11 p.m.