

Personnel Committee Meeting Minutes
November 16, 2009

Chairman Cochrane called the meeting to order at 4:00 PM.

Members present: Aldermen Cochrane and Morgan
Absent: Alderman Miller (arrived 4:14 PM)

Staff Present: Mayor Sullivan, Gard, Kitsembel and Coenen

Others Present: Alderman Antonneau and Katie McCloskey, Enetrix/A Gallup Co. (formerly Carlson Dettman)

While waiting for Miller to arrive, the Committee decided to take the agenda items in reverse order.

4. Closed Session, per Wis. Stats. 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. (Compensation Related to Department Heads)

Gard reported that a Closed Session is no longer necessary due to the fact that Ray Maurer has decided to accept a job with the City of Oshkosh. His last day will be at the end of the year or early January. The City will begin advertising for his position.

3. Consider/recommend Salary & Benefit Changes for Non-Union Employees

Gard reported for 2010 the recommendation is for a general salary increase of 2.9% to be offset by an increase in the employee contribution for health insurance. Based on the lowest cost qualified plan for health insurance, the employee contribution will increase by 65%. This recommendation is consistent with the four union contracts previously settled for 2010. The change in health insurance is a strategic move that is expected to generate long-term savings for the City. Additionally, a new State mandate allows for dependent coverage until the child is age 27 and domestic partner coverage. Also, due to the economy, no step increases or superior performance awards are being recommended. Gard reminded Committee that the 2.9% increase for elected officials is effective for the April 2011-2012 Common Council term.

Motion by Morgan to recommend a 2.9% general wage increase and to set the employer contribution for health insurance at 92.5%; second by Cochrane. Motion carried 2-0.

2. Discussion on Classification/Compensation Study

Gard stated that the second phase of the classification/compensation study is for non-union management staff. The last time a compensation study was completed for the City was 1981. As you are aware the City approached this study in two phases. The first phase was completed and implemented in July 2008 and included the non-union support staff. Next McCloskey gave Committee an update on the process of the study and gave out three handouts – Classification and Compensation Process Overview, Job Description Questionnaire and Job Evaluation System (Summary.) Gard stated that once the draft report is complete for the second phase, another Personnel Committee meeting will be held to discuss the results of the study and a recommendation will be brought forward to Council. The Committee discussed the complexity of the job questionnaire and McCloskey assured them that the process has gone smoothly and the employees did a great job filling them out. Gard will make available the questionnaires for the Committee to review at their convenience. The Committee took no action.

Motion by Cochrane to adjourn the Personnel Committee meeting; second by Morgan. Motion carried 3-0. The meeting adjourned at 5:04 PM.

Minutes taken by
Diane Coenen, City Clerk
Ald. Miller, Secretary