

PERSONNEL COMMITTEE

JANUARY 23, 2018

The meeting was called to order at 5:00 p.m. by Chairperson Becky Williams. Committee members present were Tim McCarthy and Becky Williams. Barry VanHoozen was absent. Also present was Bridgette Kabat, City Administrator.

EMPLOYEE HANDBOOK

Ms. Kabat said that the latest update of the proposed Employee Handbook has some minor corrections, but there are no substantive changes from the version the committee previously received. She said that they do need to add one policy per the labor attorney's recommendation. Ms. Kabat said that the handbook has been sent to division heads for their review and comments. Ms. Williams said that she would like to sit down with Ms. Kabat and Ms. Chalfant to discuss some questions she has about the handbook. Ms. Kabat said that she will have the latest version emailed to the Committee members.

WE CARE UPDATE

Ms. Kabat said that she received an email from Barb Sandusky with a rough draft including the details that Mr. McCarthy wanted in it. She said that they already have the office space and the City has been invited to sit in on interviews for a doctor later this week. Ms. Kabat stated that the Administration will be bringing the draft to Personnel Committee in February to review. She said the goal is to be up and running in April.

OTHER BUSINESS

Ms. Williams said that she met with Ms. Chalfant to get caught up on personnel items since she is new to the committee. She said that she saw the NeoGov applicant tracking software, as well as discussed the Right Stuff software with Ms. Chalfant. Ms. Williams said that she would like to see a 5-8 year staffing plan done. Ms. Kabat said that the Police Division should have the Etico report regarding staffing soon. Mr. McCarthy said that there should also be some succession planning, and Ms. Williams indicated that she and Ms. Chalfant's conversation included succession planning as well. Ms. Kabat said that the Administration has had several discussions about that subject this month.

Ms. Williams said that at the last City Council meeting, Mr. Matuszak asked Council members to submit names for the Charter Review Commission. Ms. Williams said that she wondered what the next step after that was. She asked Dave Creps how it was handled ten years ago, and Mr. Creps said that he believes the candidates went to the Appointment Review Committee. Ms. Williams said that Mr. VanHoozen suggested running it through the Personnel Committee. Mr. McCarthy said that it is his recollection that it did go through Appointment Review Committee, but there was not a surplus number of people interested last time. Ms. Williams said that Mr. Matuszak suggested that Council go into an Executive Session so they can discuss it as a group.

Ms. Kabat reported that negotiations have begun with the police units and negotiations for fire will begin soon.

There being no further business, the meeting adjourned at 5:22 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: Tuesday, February 27, 2018 at 5:00 p.m.