

City of Fitchburg
Personnel Committee
DRAFT Minutes
Thursday, March 19, 2015

Members Present: Becky Baumbach, Carol Poole, Dan Carpenter
Absent With Excuse: None
Also Present: Lisa Sigurslid, Human Resources Manager; Tony Roach, City
Administrator; Matt Prough, IT Manager; Misty Dodge, Finance Director

1. Call to Order – The Personnel Committee Meeting was called to order by Becky Baumbach at 7:38 a.m.
2. Approval of Minutes of the March 4, 2015 Meeting
Motion by Poole to approve the personnel committee minutes. Motion carried.
3. Approval of R-35-15, Amending 2015 General Fund, Utilities and Stormwater Budgets and Modifying Pay Plan Implementation for Non-Represented Employees

Roach provided detail to the commission regarding the implementation of the pay plan and how that has impacted certain long term employees. Based on current savings and expected long term savings for fuel expenses, there is now an opportunity to place all staff on the pay plan at a step consistent with their years of service in their current position. There is no change to the general fund budget, instead a reallocation of funds from fuel savings to salaries.

Motion by Carpenter to approve R-35-15. Motion Carried

4. Approval of R-36-15, Amending 2015 Library, Cable, Debt Service and Capitol Projects Fund Budgets

Roach provided similar background on the resolution concerning Library and Cable funds. These funds are separated since there will be an increase in total budget because of limited savings in fuel for these operations. It is important that the implementation be applied to all employees.

Motion by Carpenter to approve R-36-15. Motion Carried.

5. Discussion, Consideration, and possible Approval of Information Technology re-organization and position reclassifications
 - a. Approval of Information Technology department re-organization

Prough and Sigurslid provided information regarding a possible reorganization of the IT Department functions by combining City IT with the MPSIS project. This will provide both areas with greater support.

- b. Approval of Information Technology Manager reclassification

- c. Approval of Network Administrator (formerly IT Specialist – Network) reclassification
- d. Approval of Information Technology Specialist (formerly IT Specialist – Helpdesk) reclassification

Prough and Sigurslid provided information related to the salary reclassification of positions within the department if the re-organization is approved. All positions have been evaluated by Carlson Dettmann Consulting and it is recommended that the IT Manager be reclassified from grade M to grade N. The Network Administrator position will move from grade H to grade K. There will be no change to the grade placement for the IT Specialist position.

Motion by Poole to approve the IT department reorganization and reclassifications as presented. Motion Carried.

- 6. Discussion, Consideration, and possible Approval of Finance Department re-organization and position reclassifications
 - a. Approval of Finance Department re-organization

Dodge provided the committee with her recommendation for re-organization of the Finance department following the retirement of a current Accounting Clerk. Dodge discussed the need for segregation of duties, the use of LTE staff, and the creation of an Accounting Manager position.

- b. Approval of Accounting Manager (formerly Utility Accounting Supervisor) reclassification
- c. Approval of Accounting Clerk reclassification
- d. Approval of Accounting Clerk (new) classification

Dodge and Sigurslid provided information related to the salary reclassification of positions within the department if the re-organization is approved. All positions have been evaluated by Carlson Dettmann Consulting and it is recommended that the Accounting Manager be reclassified from grade J to grade K. There will be no change to the current Accounting Clerk positions. The new Accounting Clerk I position will be placed at a grade D.

Poole moved approval of the Finance department reorganization and position reclassifications as presented. Current staff will move into their new classification upon the hiring of the Accounting Clerk I position. Motion Carried.

- 7. Approval of Selection Committee Members for the City Administrator Recruitment and Selection process.

The Committee considered additional individuals for the final two positions on the interview panel for the City Administrator position. It was determined that Chuck McDowell and Angela Kindermann will fill those positions if they are interested and available. Gwen Jones and Bill Dalrymple were chosen as alternates if Chuck or Angela are unable to assist with the interviews.

8. Announcements

- a. Schedule time for April 10, 2015 meeting – The Committee will meet on April 10, 2015 at 8:00 a.m. in closed session for the purpose of reviewing applications for the City Administrator position and selecting candidates for interviews.

9. Adjournment

Carpenter moved adjournment at 8:40 a.m.