

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
5:00 p.m., Monday, December 5, 2011**

MINUTES

- I. The December 5th, 2011 Personnel Committee Meeting was called to order at 5:05 p.m. by Vice-Chair Wikel in the Hearing Room at City Hall. Members present were Wikel, Sheehan, Barber, Sakwinski, Green, Alderman Schmidt (arrived at 5:58 p.m.), and Alderman Olson. Alderman Solomon and Member Brunner were excused. Also in attendance were Director of Administration Luberda and Human Resources Coordinator Zahn.

- II. Citizen comment period

There was one citizen comment. Citizen comment period closed at 5:10 p.m.

- III. Approval of 11/14/2011 Minutes

Motion by Member Green and seconded by Member Sakwinski to approve the 11/14/2011 Minutes. Motion Carried: Ayes – All.

- IV. A Resolution to Adopt a Revised Civil Service System Personnel Administration Program and a Revised Employee Handbook

Motion by Member Sheehan and seconded by Member Sakwinski to recommend to Common Council to eliminate paragraph 1 of the Severance Pay benefit (page 33 of the Employee Handbook) and renumber paragraphs 2 and 3 to 1 and 2. Motion Carried: Ayes – All.

Motion by Alderman Olson and seconded by Member Green to suspend rules at 6:12 p.m. to allow citizens to talk. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Member Sakwinski to return to regular business. Motion Carried: Ayes – All.

Director of Administration Luberda informed the Committee that the Civil Service Program and Handbook do not yet include specifics for the Library as the Library needs to get approval from the Library Board. Luberda will work with the Library Director to get this approval.

Motion by Member Sheehan and seconded by Member Barber to recommend to Common Council approval of the revised Civil Service System Personnel Administration Program and Employee Handbook with the change in severance benefit, correction to sick leave to indicate accruals begin after 6 months, correction to DPW pay steps to begin at 6 months, and to allow Mark permission to add page breaks, Table on Content corrections, etc. for formatting purposes. Motion Carried: Ayes – All.

- V. A Resolution to Establish a Non-Elective and Non-Discretionary Contribution by Participating Employees to the City of Franklin Bargained Employees' Retirement Plan and to the City of Franklin Certain Employees' Retirement Plan.

Motion by Member Green and seconded by Member Schmidt to recommend to Common Council approval of item number V on the agenda. Motion Carried: Ayes – All.

- VI. An Ordinance to Repeal Separate Ordinances Establishing Fringe Benefits For Employees of the City of Franklin

Motion by Member Green and seconded by Alderman Schmidt to recommend to Common Council to adopt Item VI on the agenda. Motion Carried: Ayes – All.

- VII. A Resolution to Establish the 2012 Non-Represented Employee General Wage Adjustment; the Rates of Pay, Wage Schedule, and Pay Plan Structure for Public Works, Sewer and Water, Custodial, Building Inspection, Engineering Technician, and Police Department Clerical Employees; and the Cost Share of Monthly Health Insurance Premiums

Motion by Alderman Olson and seconded by Member Sheehan to recommend to Common Council approval of Item VII, Resolution to establish 2012 Wage Adjustment, Pay Schedules, and Health Insurance Cost Premiums. Motion Carried: Ayes – All.

- VIII. Patient Protection & Affordable Care Act Non-Grandfathered Status

Motion by Member Green and seconded by Member Barber to recommend to Common Council approval of Item VIII (changing all plans to non-grandfathered status). Motion Carried: Ayes – All.

- IX. Discussion on Across The Board Wage Increases and Health Insurance Premium Shares for Dispatchers for 2010 – 2012.

Motion by Alderman Olson and seconded by Member Green to suspend the normal rules to allow a Dispatcher to comment. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Alderman Olson to return to the regular meeting session. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Member Sheehan to recommend to Common Council approval of the wage and insurance adjustments as outlined on the handout provided by Director of Administration Luberda. Motion Carried: Ayes – All.

- X. QDRO Administrative Procedures

Director of Administration Luberda explained this is an administrative process that he needs to get completed. He will probably by-pass the Personnel Committee and take it directly to the Common Council on 12/20/11 unless the Personnel Committee feels they want to see the process. There were no objections from the Committee regarding taking it directly to Common Council.

XI. Report from Director of Administration

No report was given.

XII. Next Meeting Date

It was agreed to have the normally scheduled meeting on Monday, December 19, at 6:00 p.m.

XIII. Adjournment

Motion by Alderman Olson and seconded by Member Barber to adjourn the Personnel Committee meeting at 6:55 p.m. Motion carried: Ayes-All.