

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., January 18, 2016**

MINUTES

- I. The January 18, 2016 Personnel Committee Meeting was called to order at 6:02 p.m. by Vice-Chair Wikel in the Hearing Room at City Hall. Members present were Wikel, Barber, Alderman Dandrea, Alderman Mayer and Alderman Schmidt. Member Brunner was excused. Also in attendance were Director of Administration Luberda and Human Resources Coordinator Zahn.

- II. Citizen comment period

Several employees were present and talked regarding the appeals to the Classification and Compensation Study

- III. Approval of the Minutes from November 16, 2015

Motion by Alderman Schmidt and seconded by Member Barber to approve the November 16, 2015 minutes as written. Motion Carried: Ayes – All.

- IV. Approval of a Job Description for a Community Fire Prevention Specialist

Director of Administration Luberda commented that this is a new and separate job from Fire Marshal but that the Fire Marshal job description was used as a starting point. This would be a non-sworn position focusing on fire inspection and prevention. Fire Chief Remington explained the new position and answered questions.

Motion by Alderman Schmidt and seconded by Alderman Dandrea to recommend adoption of the Community Fire Prevention Specialist job description with the 2 changes proposed by the Director of Administration (add in the words “or before completion of the introductory period” and “conditional” on p.4 in the Licensing and Certification section). Motion Carried: Ayes – 3, with one abstention (Mayer).

- V. Classification and Compensation Study Response to Appeals

Motion by Alderman Mayer and seconded by Member Barber to suspend rules to allow employees to speak. Motion Carried: Ayes – All.

Motion by Alderman Mayer and seconded by Alderman Schmidt to close the suspension of the rules. Motion Carried: Ayes – All.

Motion by Alderman Schmidt and seconded by Alderman Dandrea to recommend the job analysis factor point total changes recommended by GovHRUSA for Assessor Clerk, Administrative Clerk, Deputy City Clerk and Assistant Superintendent of DPW with Deputy City Clerk and Assistant Superintendent of DPW changing grades to 6 and 8 respectively and recommend that during 2016 City Staff re-evaluates positions, position descriptions, and job duties for outstanding appeals as requested by appellant employees. Motion Carried: Ayes – All.

- VI. A Resolution to Amend the City of Franklin Defined Benefit Retirement Plan and the City of Franklin Defined Contribution Retirement Plan in the Form of Plan Restatements Incorporating Past Amendments, Statutory Requirements, Clarifications, and Terminology Update

Motion by Alderman Schmidt and seconded by Member Barber to recommend to Common Council to approve a resolution to amend the City of Franklin Defined Benefit Retirement Plan and the City of Franklin Defined Contribution Plan in the form of plan restatements incorporating past amendments, statutory requirements, clarifications, and terminology updates. Motion Carried: Ayes – All.

- VII. Staffing Report

No Action Needed

- VIII. Next Meeting Date

The next regularly scheduled meeting would be 2/15/2016.

- IX. Adjournment

Motion by Member Barber and seconded by Alderman Dandrea to adjourn the Personnel Committee meeting at 7:26 p.m. Motion carried: Ayes-All.