

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL INSPECTION CONFERENCE ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., Monday, November 18, 2013**

MINUTES

- I. The November 18, 2013 Personnel Committee Meeting was called to order at 6:02 p.m. by Chair Brunner in the Inspection Conference Room at City Hall. Members present were Brunner, Wikel (arrived right after his name was called), Green, Barber, Sakwinski, Alderman Mayer, Alderman Schmidt, and Alderman Dandrea. Member Sheehan was excused. Also in attendance were Director of Administration Luberda and Human Resources Coordinator Zahn.

- II. Citizen comment period

There were no citizen comments.

- III. Approval of Minutes of 10/21/2013.

Motion by Alderman Schmidt and seconded by Member Green to approve the minutes from 10/21/2013 as written. Motion Carried: Ayes – All.

- IV. Request to Delete Section 3.4.2.2 of the Civil Service Personnel Administration Program Eliminating Overtime for Library Assistants that Work on Sundays.

Motion by Alderman Dandrea and seconded by Member Wikel to recommend to Common Council to delete 3.4.2.2 of the Civil Service Manual effective 1/1/2014. Motion Carried: Ayes All except for Member Green who voted No.

- V. Consideration of Changes to the Job Description for Sanitarian

Motion by Alderman Mayer and seconded by Member Wikel to recommend approval of the job description changes with 2 changes as amended. Motion Carried: Ayes – All.

- VI. Compression Issue for Police & Fire Command Staff

Motion by Alderman Mayer and seconded by Member Greet to approve the recommendation as written. Motion Carried: Ayes – All.

- VII. Revisions to the Job Description of Police Patrol Officer

Motion by Alderman Mayer and seconded by Member Green to recommend approval of the job description revisions. Motion Carried: Ayes – All.

- VIII. 2014 Insurance Renewal – Information Presented by Tom Jocz, Diversified Insurance Services

Motion by Alderman Mayer and seconded by Member Green to recommend the selection of Humana as the Third Party Administrator, Pharmacy Benefit Manager, health plan network provider with the related plan design, and Stop Loss Insurance provider, all subject to confirmation of contractual

commitments by the Director of Administration; selection of Met Life Insurance Company as the Life/AD&D Insurance provider; selection of Assurant Employee Benefits as the voluntary Long-term Disability Insurance provider, and selection of Diversified as the insurance consultant and to authorize the Director of Administration to execute such documents as necessary to effectuate such action. Motion Carried: Ayes – All.

IX. Request to Send Insurance Bidding Out For Quotes At Least Every Three Years

Motion by Member Sakwinski and seconded by Member Wikel to recommend to adopt a practice of bidding insurance brokerage services every 3 years starting at a point as determined by the Common Council. Motion Carried: Ayes – All.

X. Director of Administration Report

Information was provided on additional 457 Deferred Compensation Plans anticipated to be added per the Fire Contract and on 2014 budget adoptions. No Action was taken.

XI. Next Meeting Date

The next regularly scheduled meeting would be 12/16/2013.

XII. Adjournment

Motion by Alderman Dandrea and seconded by Alderman Mayer to adjourn the Personnel Committee meeting at 7:36 p.m. Motion carried: Ayes-All.