

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING**

FRANKLIN CITY HALL, HEARING ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m., Monday, November 20, 2006

MINUTES

- I. The November 20, 2006 Personnel Committee Meeting was called to order at 6:04 p.m. by Chair Brunner in the Hearing Room at City Hall.

Members present were Brunner, Wikel, Nichols, Green, Barber, Alderman Sohns, and Alderman Olson. Member Gumina was excused. Alderman Hammelman was excused due to a conflicting Finance Committee meeting. Also in attendance were Director of Administration Lubberda and Human Resource Coordinator Zahn.

- II. Citizen comment period

There were no citizens present.

- III. Introduction of New Personnel Committee Member – Michael Barber

- IV. Approval of minutes from meeting of October 16, 2006.

Motion by Alderman Olson and seconded by Member Nichols to approve the October 16, 2006 minutes. Motion carried: Ayes-All with Alderman Sohns abstaining as he had not been at the meeting.

- V. Consideration of 2007 Insurance Rates for Medical, Dental, Life and LTD renewals.

Tom Jocz, Diversified Insurance Services, made a presentation explaining the renewal rates the City has been given for administrative fees, stop loss premiums, life and LTD renewals. It was explained that Hartford, our current carrier, recently backed out on our original quote and will be giving new rates by noon on Tuesday, 11/21.

Motion by Alderman Sohns and seconded by Member Green to attempt to get the best deal from the Hartford as we can and to pursue the opportunity to aggregate those individuals stop loss if Hartford is willing to give us a proposal that we can evaluate. Motion carried. Ayes – All.

- VI. Labor Contract Negotiations and Collective Bargaining Strategies, Guidelines, and Updates. The Personnel Committee may enter closed session pursuant to §19.85 (1)(c) and (e), Stats, to consider negotiation and collective bargaining strategies, guidelines for agreements, and a current tentative agreement between the City of Franklin and Teamsters “General” Local Union No. 200; Local No. 2, AFSCME District Council 48, Public Works/Sewer and Water Employees; Franklin Police and Fire Department Clerical; Franklin Police Officers Association; and Franklin Professional Firefighters Association Local 2760 I.A.F.F. for competitive and bargaining reasons, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Motion by Alderman Sohns and seconded by Member Wikel to go into closed session at approximately 7:30 p.m. and to allow Inspector Hahn to remain in the room during closed session. Motion carried. Ayes – All.

Motion by Alderman Olson and seconded by Member Nichols to go into open session at 7:45 p.m. Motion carried. Ayes – All.

Motion by Member Wikel and seconded by Member Nichols to recommend approval of the Teamster contract. Motion carried. Ayes – All.

VII. Non-Represented Employee Pay Plan, Performance Appraisal, and Wage Increases.

Information was provided via a handout and explanation by Mark Lubberda, Director of Administration giving two options on how to handle the performance appraisals and wage increases for non-represented employees.

Motion by Member Green and seconded by Alderman Sohns to accept Director of Administration Lubberda's recommendation to accept option #2. Motion carried. Ayes – All.

VIII. Open Positions Report – no current positions actively being filled.

Update was provided by Human Resource Coordinator Zahn that she had recently received an approved job requisition form authorizing approval to begin hiring 2 police officers.

No Action Needed.

IX. Consideration of 2007 Benefit Changes for Non-Represented City of Franklin Employees.

Discussion was held explaining the Ordinance changes would make the insurance plan the same for non-reps as what the Inspectors and Teamsters Unions had agreed to. Other changes were just minor cleanup.

Motion by Member Wikel and seconded by Member Nichols to recommend the Ordinance changes with a change in funeral language to include "to arrange for and attend funeral". Motion carried. Ayes – All.

X. Report/Presentation from Director of Administration on an Explanation of a 90 Day Leave of Absence for a City of Franklin Employee

Director of Administration Lubberda explained to the Committee that he had approved a 90 Day Leave of Absence for a City employee. The employee has used up his 12 weeks of family medical leave and all accrued paid time off. We anticipate that he will be able to return to work in the future so we are holding his job open at this time.

Motion by Alderman Sohns and seconded by Alderman Olson to accept the Director of Administration's report. Motion carried. Ayes – All.

XI. Potential Items for Future Meeting Agendas

- a. Clarification of FMLA policy
- b. Performance Evaluations and Salary Matrix
- c. Changes to the Civil Service Personnel Rules
- d. Police Command Staff Salary Ranges
- e. Future changes to the Insurance Plan – January

Suggestion made by Alderman Sohns that we put together a list of tasks that the Committee needs to deal with. Luberd and Zahn should come to the December meeting with their opinions on the priority of these tasks and the Committee will decide if the whole Committee should work on resolving these tasks or whether sub-committees should work on the tasks.

No action taken.

XII. Next Meeting Date – Monday, December 18th, 2006 at 6:00 p.m.

XIII. Adjournment

Motion by Alderman Olson and seconded by Member Green to adjourn the Personnel Committee meeting at 8:07 p.m. Motion carried: Ayes-All.