

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., Monday, October 21, 2013**

MINUTES

- I. The October 21, 2013 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Brunner in the Hearing Room at City Hall. Members present were Brunner, Wikel, Green, Barber, Sakwinski, Sheehan, Alderman Mayer, Alderman Schmidt, and Alderman Dandrea. 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 9/16/2013.

Motion by Member Sheehan and seconded by Member Barber to approve the minutes from 9/16/2013 as written. Motion Carried: Ayes – All.

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

Tom Jocz from Diversified Insurance Services, and Mark Luberda, Director of Administration, presented renewal information for 2014 Insurance options. It was determined that a little more information needs to be received from potential carriers. No action was taken at this time. Either a special meeting will be held in approximately 2 weeks or this will be discussed again at the 11/18/2013 Personnel Committee meeting.

- V. 2013 Wage Increases for Former Teamster Members

Director of Administration Luberda explained that the former Teamster union has been decertified. The group had not received any increases in 2013 as they were still technically a union group that could bargain wages until just recently. All other employees in the City, with the exception of the Police & Fire Unions, received 1% pay increases on approximately 1/1/2013 and another 1% approximately 7/1/2013.

Motion by Alderman Mayer and seconded by Member Barber to recommend to Common Council to make this group equal to everyone else by approving a 1% increase on approximately 1/1/2013 and 7/1/2013. Motion Carried: Ayes – All.

- VI. Flexible Spending Section 125 Plan Revisions

Updated information was provided but no action was necessary.

- VII. New Job Description for Library Administrative Aide

Motion by Alderman Schmidt and seconded by Member Green to recommend approval of the job description contingent upon approval by the Library Board. Motion Carried: Ayes – All.

VIII. Director of Administration Report – Police Negotiations

Director of Administration Luberda explained that we had reached a tentative agreement with the Police Union. The Police group ratified the agreement on 10/15 and it will go to Common Council for approval on 11/5.

- IX. Civil Service Test for Engineering Technician II - The Personnel Committee may enter closed session pursuant to §19.85 (1)(c) and (e), Stats, to consider development or review of a entry level/promotional Civil Service test, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

It was explained that the Civil Service Sub-Committee had approved 7 candidates for the position subject to passing the Civil Service exam. All 7 applicants were interviewed. 3 were eliminated due to non-relevant work history, etc. The remaining 4 were given the Civil Service exam but scored below 70%. It was realized that this test was always given to Franklin Engineering Tech I's in the past, and not outside candidates. The department eliminated 23 questions which would require knowledge of Franklin ordinances, etc. The tests were rescored and 3 out of the 4 candidates scored between 65 – 70%.

Motion by Alderman Schmidt and seconded by Alderman Mayer to approve a 65% passing score, to allow the Engineering Department to decide between these candidates, and that the test is not to be used again in its present form. Motion Carried: Ayes – All.

X. Next Meeting Date

The next regularly scheduled meeting would be 11/18/2013.

XI. Adjournment

Motion by Member Green and seconded by Alderman Mayer to adjourn the Personnel Committee meeting at 7:55 p.m. Motion carried: Ayes-All.