

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL, HEARING ROOM  
9229 W. Loomis Road, Franklin, Wisconsin  
6:00 p.m., Monday, September 19, 2011**

**MINUTES**

- I. The September 19, 2011 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, Sheehan, Barber, Sakwinski (arrived at 6:01), Green, Alderman Schmidt, Alderman Olson and Alderman Solomon. 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 8/15/2011 and 8/29/2011 Minutes  
  
Motion by Member Green and seconded by Member Barber to approve the 8/15/2011 Minutes.  
Motion Carried: Ayes – All.  
  
Motion by Alderman Schmidt and seconded by Member Barber to approve the 8/29/2011 Minutes.  
Motion Carried: Ayes – All, except for Member Sheehan who abstained due to absence.
  
- IV. Processing of Grievance. The Personnel Committee may enter closed session pursuant to §19.85 (1)(c) and (e) Stats to hear, discuss, and decide a grievance between the City of Franklin and the Franklin Professional Firefighters Association Local 2760 I.A.F.F., as related to shift assignments, and to reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.  
  
Firefighters Local President Manke, Director of Administration Luberda and Fire Chief Martins presented relevant information while in open session.  
  
Motion by Member Sheehan and seconded by Member Barber to go into closed session at 6:55 p.m.  
Motion Carried: Ayes – All.  
  
Motion by Alderman Olson and seconded by Member Wikel to return to open session at 7:08 p.m.  
Motion Carried: Ayes – All.  
  
Motion by Member Wikel and seconded by Member Barber to deny the Union grievance as there was no violation of the Union contract. Motion Carried: Ayes – All.  
  
A 5 minute break was called at 7:10 p.m. Reconvene at 7:15.
  
- V. Discussion and recommendation on a 2nd draft revision to the “Manual of Personnel Rules” including but not limited to the following:
  1. Revision of Title to “The Civil Service System Personnel Administration Program”
  2. Expansion of Application to employee classes and identifying “certified” classes of employees
  3. Legal requirements of a Civil Service System
  4. The impact of Act 10 on a Civil Service System

5. Revision to the grievance procedure standards of review, including but not limited to reducing the “Just Cause” standard to a standard of reasonable and appropriate and implications and requirements of a “just cause” standard
6. Establishing a complaint procedure for items within the scope of the Civil Service but outside the scope of Discipline
7. Establishing a process for review of Workplace Safety Issues, and  
Modifications to the application and hiring process to reconcile with current practices

Regarding the 12 changes made to the manual since the last Personnel Committee meeting – Motion by Member Sheehan and seconded by Member Wikel to approve the 12 changes as recommended by the Director of Administration. Motion Carried: Ayes – All.

Regarding representation for complaints (#1 on 9/16 memo) – Motion by Alderman Olson and seconded by Member Wikel to reaffirm recommendation on #1. Motion Carried: Ayes – All.

Regarding layoffs not by seniority (#2 on 9/16 memo) – Motion by Member Wikel and seconded by Member Barber to reaffirm previous motion on #2 layoffs. Motion Carried: Ayes – All.

Regarding request to lay over item (#3 on 9/16 memo) – Motion by Alderman Olson and seconded by Member Wikel to reaffirm and encourage Common Council to pass at the next Council meeting. Motion Carried: Ayes – All.

Regarding elimination of “just cause” standard (#4 on 9/16 memo) – Motion by Member Sheehan and seconded by Member Green to reaffirm prior position as amplified and further explained in Mark’s memo of 9/16. Motion Carried: Ayes – All.

VI. Proposed revisions to the Employee Handbook.

Motion by Alderman Schmidt and seconded by Alderman Solomon to recommend the Employee Handbook changes to the Common Council with the 2 changes as discussed. Motion Carried: Ayes – All.

Motion by Alderman Olson and seconded by Alderman Solomon to suspend rules to allow citizens the opportunity to comment. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Alderman Schmidt to return to normal session. Motion Carried: Ayes – All.

VII. Wage Schedule for Dispatch Positions

Motion by Alderman Olson and seconded by Alderman Schmidt to approve the recommendation to Common Council as stated on the 9/16/2011 memo from Director of Administration Luberda. Motion Carried: Ayes – All.

VIII. Next Regular Meeting Date – October 17, 2011 with an additional meeting possible at 5:00 p.m. on Monday, October 3rd.

A meeting on October 3rd at 5:00 was confirmed. Main topic will be potential health plan changes to reduce costs 5%.

IX. Adjournment

Motion by Alderman Olson and seconded by Alderman Schmidt to adjourn the Personnel Committee meeting at 8:47 p.m. Motion carried: Ayes-All.