

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, HEARING ROOM
9229 W. Loomis Road, Franklin, WI 53132
Monday, June 19, 2023 – 6:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Welcome to New Members and Introductions
- III. Citizen Comment Period
- IV. Approval of the Minutes from 3/20/2023
- V. Request for the Police Department to add One Police Officer Position Over Authorized Strength from 8/1/2023 through 12/31/2023
- VI. Department of Administration Updates
- VII. Discussion regarding potential upcoming Human Resources projects (no action to be taken)
- VIII. Staffing Report
- IX. Next Scheduled Meeting Date – July 17, 2023
- X. Adjournment

*Notice is given that a majority of members of the Common Council of the municipality are expected to attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per *States ex re Badke v Greendale Village Bd* even though the Common Council will not take formal action at this meeting.

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL INSPECTION CONFERENCE ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m., March 20th, 2023**

MINUTES

- I. The March 20, 2023 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Wikel in the Inspection Conference Room at City Hall. Members present were Chair Wikel, Alderman Barber, Alderman Nelson, Alderman Holpfer (arrived at 6:01), Traynor, Budny, and Prusko. Member Emmons was excused. Also in attendance were Human Resources Manager Zahn and Assistant Police Chief Liermann.

- II. Citizen comment period

There were no comments during the citizen comment period.

- III. Approval of the Minutes from 11/21/22

Motion by Alderman Barber and seconded by Member Traynor to approve the minutes from 11/21/22 as written. Motion Carried: Ayes- All.

- IV. Approval of a Job Description for the position of Community Service Officer in the Police Department

Motion by Alderman Barber and seconded by Alderman Nelson to recommend approval of the job description. Motion Carried: Ayes – All.

- V. Approval of a Revised Job Description for Emergency Services Dispatcher

Motion by Member Traynor and seconded by Alderman Holpfer to recommend approval of the changes to the job description. Motion Carried: Ayes - All.

- VI. Health Insurance Coverage for COVID Testing After the End of the Pandemic

Motion by Alderman Nelson and seconded by Member Traynor to recommend option 1 for testing services. Motion Carried: Ayes – All.

Motion by Alderman Barber and seconded by Alderman Nelson to recommend the coverage of COVID vaccines, covered at 100%, only at in-network providers. Motion Carried: Ayes – All.

- VII. Discussion regarding a potential Non-Represented Employee Resignation Policy in order to receive vacation payouts.

Discussion was conducted and opinions received. Members would want to see what the policy may look like before making any decisions. No Action Taken.

- VIII. Staffing Report

Information was provided but no action was needed.

IX Next Meeting Date

The next regularly scheduled meeting is planned for April 17th, 2023.

X Adjournment

Motion by Alderman Holpfer and seconded by Member Prusko to adjourn the Personnel Committee meeting at 6:59 p.m. Motion carried: Ayes-All.

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE 6-20-23
REPORTS & RECOMMENDATIONS	REQUEST FOR THE POLICE DEPARTMENT TO ADD ONE POLICE OFFICER POSITION OVER AUTHORIZED STRENGTH FROM 8-1-2023 THROUGH 12-31-2023	ITEM NUMBER

Recruiting and hiring police officers has been very challenging the last several years. It has been nearly impossible to maintain full staffing. It's crucial to hire qualified candidates as soon as they are identified because often these candidates are under consideration by several other area police departments at the same time and it's a matter of who is able to offer them a position first.

The police department currently has 3 vacancies and anticipates 1-2 additional vacancies by the end of the year. We have the ability to send up to 4 candidates to the Police Academy starting in August. The department requests the authority to carry one police officer position over authorized strength in anticipation of at least one of those vacancies.

FISCAL NOTE:

The Police Department is not requesting any additional funds for this position. Sufficient appropriations exist in the Personnel Services Account to fund this position. The approximate cost of salary and benefits of a new officer for 5 months is \$41,000. The Police Department is currently more than \$300,000 under budget for police officer salary and benefits due to the vacancies.

RECOMMENDATION

Motion to authorize the Police Department to carry one police officer position over authorized strength from August 1, 2023 through December 31, 2023.

Staffing Report Data as of June 15th, 2023

Open Positions					
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
6	Police Patrol Officers	1/6, 1/13, 1/13, 3/2, 4/15, & 5/30/23	2 resignations, 1 termination and 3 retirements	Police Union	There are currently 6 open positions 3 individuals have been appointed and are starting on 6/27/23 3-4 additional applicants are expected to start by late summer to attend the Police Academy
1	Planning Manager	7/22/2022	Resignation	Non-Rep	Laurie Miller started on 5/3/2023
1	Firefighter/Paramedic	6/19/2023	Resignation	Fire Union	Applications are being accepted and a couple applicants have already been interviewed
1	Administrative Assistant	12/8/2022	Resignation	Non-Rep	An Engineering Secretary resigned due to moving from the area The budget was changed to move 1/2 the funding to Planning and we posted to hire a 1/2 time Engineering employee Subsequently this decision was reversed and we just posted the position as full-time
1	Director of Finance	1/6/2023	Resignation	Non-Rep	Danielle Brown started on 6/12/2023
1	Director of Administration	1/25/2023	Resignation	Non-Rep	Kelly Hersh started on 5/5/2023
1	Dispatcher			Non-Rep	We had selected 3 possible employees but all of them have been removed from the hiring list We have just reposted the position
1	Building Inspector	10/1/2021	Resignation	Non-Rep	This position was on hold during the transition between Directors It has now been approved to be filled and is currently posted
1	Sewer & Water Tech	4/3/2023	Retirement	Non-Rep	One long term employee has indicated he plans to retire on 4/3/23 The position is currently posted to accept applications

VIII