

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m. May 18, 2020**

MINUTES

- I. The May 18, 2020 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, Traynor*, Pesch*, Budny, Prusko*, Alderman Barber*, Alderman Mayer* and Alderman Dandrea (arrived at 6:02). Also in attendance was Human Resources Coordinator Zahn. (* - participated via ZOOM)

- II. Citizen comment period

There were no citizens present.

- III. Approval of the Minutes from 1/20/2020.

Motion by Alderman Barber and seconded by Member Traynor to approve the minutes from 1/20/2020.
Motion Carried: Ayes – All.

- IV. Annual Market Adjustment and Market Adjustment to Wage & Salary Rates for Non-Represented Employees.

Motion by Alderman Barber and seconded by Alderman Mayer to recommend to Common Council a 2020 annual market adjustment to the pay ranges of the compensation plan and a market adjustment to wage and salary rates for non-represented employees of 2%, effective with the start of the pay period with a pay date of 7/17/2020. Upon Roll Call Vote, Motion Carried: Ayes (6), Noes (2 – Dandrea and Wikel).

- V. Approval of a Job Description for a Proposed Position of Permit Coordinator

Motion by Alderman Mayer and seconded by Alderman Barber to recommend to Common Council the approval of the job description for a proposed position of Permit Coordinator. Motion Carried: Ayes - All.

- VI. Human Resources Report – policy and benefit issues regarding COVID-19 Pandemic

Human Resources Coordinator Zahn explained the new Federal Requirements for additional leave time due to COVID, and adjustments to the health insurance plan due to COVID. No action was needed.

- VII. Staffing Report.

Human Resources Coordinator went thru recently filled positions and the current open positions. No Action Taken.

- VIII. Next Meeting Date

The next regularly scheduled meeting is planned for June 15, 2020.

- IX. Adjournment

Motion by Member Traynor and seconded by Member Prusko to adjourn the Personnel Committee meeting at 6:35 p.m. Motion carried: Ayes-All.