

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL HEARING ROOM  
9229 W. Loomis Road, Franklin, Wisconsin  
6:00 p.m., March 15, 2021**

**MINUTES**

- I. The March 15, 2021 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Brunner in the Hearing Room at City Hall (meeting started in the Hearing Room but due to some technical problems the meeting moved to the Council Chambers at 6:12 p.m.). Members present were Brunner, Wikel, Traynor\*, Pesch\*, Prusko\*, Alderman Barber, Alderman Mayer\* and Alderman Dandrea. Member Budny was excused. Also in attendance were Director of Administration Steeno and Human Resources Coordinator Zahn. (\* - participated via ZOOM)

- II. Citizen comment period

There were no citizens present.

- III. Approval of the Minutes from 1/18/21.

Motion by Alderman Barber and seconded by Alderman Dandrea to approve the minutes from 1/18/2021 as written. Motion Carried: Ayes – All.

- IV. Discussion Regarding Potential Hiring Incentives

Ideas were discussed on how to attract additional candidates specifically for Police openings but also for other positions as well. This will be further discussed at the next meeting. No action taken.

- V. Approval of a Job Description for Permit Coordinator

Motion by Member Wikel and seconded by Alderman Barber to recommend approval of the job description for Permit Coordinator as written. Motion Carried: Ayes – All.

- VI. Approval of Certification Pay for the Permit Technician and Permit Coordinator Positions

Motion by Member Pesch and seconded by Alderman Mayer to recommend approval of the certification pay for the Permit Technician and Permit Coordinator as requested. Motion Carried: Ayes – All.

- VII. Review of Draft Benefit Consulting RFP/Attachments

Discussion and Consensus to send out the RFP as soon as possible.

- VIII. Discuss Potential Changes to Severance/Sick Leave Policies for the Future

Further discussions were held on potential changes to the severance and sick leave policies. No decisions were yet made and the topic will be continued at an upcoming meeting.

IX. Director of Administration Report

Director of Administration Steeno informed the group that the Fire Labor Agreement had been ratified and approved.

X. Staffing Report.

No Action Needed.

XI. Next Meeting Date

The next regularly scheduled meeting is planned for April 19, 2021.

XII. Adjournment

Motion by Alderman Barber and seconded by Alderman Dandrea to adjourn the Personnel Committee meeting at 7:07 p.m. Motion carried: Ayes-All.