

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m., October 16, 2023**

MINUTES

- I. The October 16, 2023 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Wikel in the Hearing Room at City Hall. Members present were Chair Wikel, Alderman Barber, Alderman Holpfer, Alderman Hasan, Traynor, Budny, and Prusko. Member Emmons was excused. Also in attendance were Director of Administration Hersh and Human Resources Manager Zahn.

- II. Citizen comment period

- III. Approval of the Minutes from 7/17/2023

Motion by Member Traynor and seconded by Member Prusko to amend the minutes to show Member Budny as excused instead of absent. Motion Carried: Ayes- All.

- IV. 2024 Benefit Renewals – Approval of 2024 Employee Benefit-Related Coverages, Carriers, and Premium Shares, Including: Health Insurance, Stop-Loss Insurance, Dental Insurance, Vision Insurance, Supplemental Life Insurance, Flexible Spending, Health Savings Accounts, Health Reimbursement Arrangements, and Related Contracts

Motion by Alderman Barber and seconded by Alderman Holpfer to approve the 2024 employee benefit-related coverages, carriers, and premium shares, as outlined, including health insurance, wellness, health and wellness supplementary programs, and dental insurance; authorize the Director of Administration to execute the appropriate related contracts and authorize Human Resources to incorporate the approved changes into the Employee Handbook, and to also examine the requested data on preventive exams that was requested. Motion Carried: Ayes – All.

- V. Discussion regarding Employee Benefit Survey (no action will be taken at this meeting).

No action was taken but the group did request that employees be sent a letter to let them know that survey results had been received and could be reviewed.

- VI. Amendment to the Employee Handbook to include the Police Chief in positions eligible for Retiree Health Insurance Coverage

Motion by Alderman Holpfer and seconded by Member Traynor to move to accept the changes as requested Motion Carried: Ayes – All.

- VII. Update on the Compensation Study

GovHR continues to work on the study and we expect a preliminary report sometime in November/December.

- VIII. Employee Recruitment and Retention Policy which was approved by Common Council on 7/6/2021

Discussion was held regarding forming a sub-committee to discuss clarifying and implementing the policy. Members Traynor and Prusko and Alderman Barber volunteered to participate in the sub-committee. Director Hersh also commented that she would like to see employees involved as well.

Motion by Member Traynor and seconded by Alderman Barber to form a special group with at least 2 Personnel Committee members and employees from each department. Motion Carried: Ayes – All.

- IX. Staffing Report

Information was provided but no action was needed.

- X. Next Meeting Date

The next regularly scheduled meeting is planned for November 20, 2023.

- XI. Adjournment

Motion by Alderman Barber and seconded by Member Prusko to adjourn the Personnel Committee meeting at 7:03 p.m. Motion carried: Ayes-All.