

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL INSPECTION CONFERENCE ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., Monday, February 17, 2014**

MINUTES

- I. The February 17th, 2014 Personnel Committee Meeting was called to order at 6:15 p.m. by Vice-Chair Wikel in the Inspection Conference Room at City Hall. Members present were Wikel, Barber, Alderman Mayer, Alderman Schmidt, and Alderman Dandrea. Members Green, Sakwinski, Sheehan and Chair Brunner were excused. 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 Minutes of 1/20/2014.

Motion by Member Barber and seconded by Alderman Mayer to approve the minutes from 1/20/2014 as written. Motion Carried: Ayes – All.

- IV. Approval of a New Job Description for a Programming and Outreach Coordinator for the Library

Motion by Member Barber and seconded by Alderman Schmidt to recommend to Common Council approval of the job description while retaining current grandfathered benefit status. Motion Carried: Ayes –All.

- V. Amending the Clothing Allowance Language in the Employee Handbook

Motion by Alderman Mayer and seconded by Alderman Dandrea to recommend to the Common Council that the Employee Handbook be amended to incorporate the proposed revisions to the Clothing Allowance section, as presented and as attached to the Director of Administration's memo of February 12, 2014. Motion Carried: Ayes – All.

- VI. First Year Accrual of Personal Holidays for Dispatchers

Motion by Alderman Mayer and seconded by Alderman Schmidt to recommend to the Common Council that the Civil Service System Personnel Administration Program and the Employee Handbook be amended to enable new Dispatchers to be granted prorated personal days based upon the portion of the year remaining, as is done for other Civil Service System positions. Motion Carried: Ayes – All.

- VII. Director of Administration Report

Director of Administration Luberda informed the committee about a possible upcoming change in the Flex Spending Plan to allow for debit type cards. No Action Needed.

VIII. Next Meeting Date

The next regularly scheduled meeting would be 3/17/2014.

IX. Adjournment

Motion by Alderman Mayer and seconded by Member Barber to adjourn the Personnel Committee meeting at 6:40 p.m. Motion carried: Ayes-All.