

Committee: Personnel and Collective Bargaining Committee

Date: February 19, 2008

Time: 6:30 p.m.

Members

Present: Russ Gilmour, Joe Hermes, Helen Hoppe, Jonathan Mietzner, Larry Hall, Frank Studer, Marty Orr, Floyd Combes

Absent: None

Non-Members

Present: Roy Strong Mayor, Sheryl Puracchio City Administrator, Robin Theobald Director of Finance, Joie Ziller Deputy City Clerk, Attorney Sheri Freeman, Members of the Press Pam Monson and Kim Smith

Alderman Mietzner made a motion and Alderman Hoppe seconded to **open the Personnel Committee Meeting at 6:31 p.m.** All yes. Motion passed.

Alderman Combes made a motion and Alderman Mietzner seconded to **approve the February 6, 2008 minutes and place them on file.** All yes. Motion passed.

Alderman Mietzner made a motion and Alderman Hermes seconded to **open the Personnel and Collective Bargaining Committee Executive Session at 6:33pm.** All yes. Motion passed.

Discussion: Review of Executive Session Minutes

Executive Session Minutes were reviewed.

Hold

February 1, 2007 with the exception of the following:

MAP Contract Negotiations – The Police Union agreed to extend the contract for one year at a 5% raise. They are asking for a wage adjustment along with a raise, minimum staffing with 2 bargaining unit members, officer in charge hourly raise, educational assistance raised to \$700.

Committee stated when it comes to a full time officer calling off the shift that a union in charge officer put out an all call and if no union officer replies then a part-time officer could be utilized. They would agree to a officer in charge rate increase of \$1 per hour, educational assistance increase to \$700 as long as officer receives a C or better and stays with the city for 2 years, if officer leaves before that time period they would have to reimburse the city. Committee refused the wage adjustment and stated to start the raise increase at 4% across the board.

February 12, 2007 with the exception of the following:

MAP Contract and Department Head Training - There will be a collective bargaining meeting on February 22. So far both sides are at a standstill.

Department Heads will be trained on March 1 through Seyfarth/Shaw. Employees will be trained by Alderman Combes, who conducted this training through his past employment.

May 22, 2007 with the exception of the following:

Committee Assignments - The following changes were made to the Committee assignments and will go before full Council approval at the June 5 meeting: Finance Co-Chair – take off Plese add Mietzner, Health & Safety – Add Hall & Combes and they will also serve as co-chairs, removing Orr and Gilmour as co-chairs, Police- remove Hoppe and add Studer and Combes, Ordinance & License add Studer and Hall, remove Mietzner as co-chair and replace with Hoppe, Personnel remove Hoppe as co-chair and replace with Orr, Water & Sewer, remove Strong as co-chair replace with Studer and add Combes.

MAP Contract- Orr stated he was not happy that he was told he could not take a copy of the contract out of city hall to review and when he did receive it there were pages missing. It was a miscommunication from Officer Lyons who immediately provided the missing pages. Completed copies were distributed to all members that requested them and will be reviewed for a vote at the next council meeting. Orr also was unhappy they he did not get enough time to review the contract. Mietzner stated that it was made clear to everyone two weeks before the meeting that the contract was available for review.

Points that were discussed were the concessions of the Canine Officer and the Investigator. The majority of the committee had no issue with the canine officer but questioned the investigator position. The language on the investigator position was also discussed and the committee asked Mietzner to clarify language.

Another concern was the minimum staffing and overtime-call out language; the sections seemed to contradict each other, so Mietzner will also ask the attorney for his opinion.

November 28, 2007 with the exception of the following:

Memorandum of Understanding (MOU) - Administrator Puracchio stated that in order to attract union part-time personnel is to offer more benefits. At the present time the city has one part-time AFSCME on staff. For example this individual works 6 hours per day 5 days a week. Administrator Puracchio would like the agreement to include paid holidays, one week (5 days) vacation and one personnel day at their regular hourly rate of pay after two years of service. Alderman Orr stated he could understand part-time employees receiving holiday pay and one personnel day but disagreed to vacation time. Administrator Puracchio stated that vacation time was the main thing they wanted. The committee agreed that part-time AFSCME employees would receive the benefit of paid holidays, one week (5 days) vacation, and one personnel day at their regular hourly rate of pay after two years of service and after five years of service part-time AFSCME employees would receive two weeks (10 days) vacation, along with paid holidays, and one personnel day at their regular hourly rate of pay. The union contract does not need to be changed.

Chief of Police Resigning - Administrator Puracchio stated Chief of Police Wally Evans has asked the city to accept his resignation effective June 1, 2008. Chief Evans will be allotted his five weeks vacation along with any accrued sick days. Alderman Gilmour stated that it should be high priority for the new Chief of Police to be hired three to four months before Chief Evans resigns from the force. Administrator Puracchio stated that at the December 10, 2007 Police Committee meeting the search for the new chief will be discussed.

Administrator Puracchio Salary Review - Administrator Puracchio presented the committee with her transcript. The committee requested her to leave the meeting room at 6:47 p.m.

The committee reviewed Administrator Puracchio's transcript along with her project list. Alderman Mietzner reminded the committee that based upon the signed agreement they would review her salary level upon her receiving her certification in public administration. Alderman Mietzner stated that although Administrator Puracchio had not officially received her certificate of completion this topic needed to be addressed sooner rather than later. The committee agreed to Administrator Puracchio receiving \$5,000.00 increase in salary effective January 1, 2008 for six months. The committee denied an extra week of vacation for Administrator Puracchio at this time.

Release All

September 19, 2006

Personnel Policy - McIntyre distributed policies on Discrimination and Harassment, Workplace Violence, Illegal Drug and Alcohol Policy, and American with Disabilities Act for review.

The Committee asked that McIntyre add employee random drug testing to the drug policy along with the steps of what happens if a positive result is received. Committee will review these documents and reply back to McIntyre with any additions or changes.

Employee Training - McIntyre distributed an invoice from the new labor attorney's firm that trains personnel on the above policies along with proper documentation. The Committee asked that McIntyre explore some options; college offers training for free, invite other municipalities to participate. McIntyre will report back to Committee.

Self/Peer Review - McIntyre distributed a self assessment review and department head review documents. Mietzner asked if the Committee would be open to have consultants/employees review City Administrator's performance. The Committee disagreed.

Building Inspector - McIntyre stated that Mr. Friddle reviewed his contract and asked for a few changes. Clarify pay/vacation. The Committee agreed to pay Friddle \$52,000 with 4 weeks paid vacation due to the fact that he does not get City insurance and that the Inspector filling in for him will do it for no charge.

The other clarification was that the City will be providing disability and life insurance.

January 2, 2007

Establish Director of Finance - Mietzner asked everyone to comment on the ordinance. There were none and the ordinance will go to vote tonight.

Bowler Court Issue - Fredin explained the current status. John Hazzard was representing Deana Stewart, Bowler's ex-wife. He stated he was asking for the itemized attorney bill tonight. Puracchio stated she would fax it to Stewart's attorney tomorrow.

Litigation and collective bargaining negotiations - The Committee directed the City Administrator to give the offer to the prospective buyer and to offer an extension of the MAP Contract to the Police.

Action: Alderman Hermes made a motion and Alderman Gilmour seconded to **release or hold the above Personnel and Collective Bargaining Committee executive session minutes.** All yes. Motion passed.

Alderman Mietzner made a motion and Alderman Hermes seconded to **come out of executive session at 6:40pm.** All yes. Motion passed.

Discussion: Joie Ziller informed members of the press of what minutes were release and what minutes were held.

Discussion: Adjournment

Action: Alderman Mietzner made a motion and Alderman Hermes seconded to **adjourn the regular meeting of the Personnel and Collective Bargaining Committee at 6:44pm.** All yes. Motion passed.

Respectfully submitted,

Joie Ziller
Deputy City Clerk