

CITY OF STEVENS POINT

PERSONNEL COMMITTEE MEETING MINUTES

Monday, May 12, 2014 – 6:00 p.m.

Lincoln Center ~ 1519 Water Street

PRESENT: Chairperson Phillips; Alderpersons Moore, Patton, Suomi, Wiza

OTHERS

PRESENT: Mayor Halverson; C/T Ladick; Clerk Moe; Attorney Beveridge; Alderpersons Doxtator, R. Stroik, M. Stroik, O'Meara, Slowinski; Directors Ostrowski, Schrader, Schatschneider; Assistant to the Mayor Pazdernik; Dennis Laidlaw; Interim Chief Finn; Lorna Whalen; PFC President Schleihs; Steve Shepro; Assistant Chief Skibba; Chief Ruder; Steven Plaski; John Moss; Nate Enwald, Portage County Gazette; Brandi Makuski ~ SPCT; Human Resource Manager Jakusz

Chairperson Phillips called the meeting to order.

1. Amendment to Administrative Policy 2.10 Grievance Procedure.

The reason for the amendment is related to a recent Court of Appeals decision which determined that an employee who is no longer able to meet the qualifications should have the ability to appeal their termination in the grievance process; the current policy language precludes the employee from doing so.

Alderman Wiza moved to approve the amendment, Alderman Moore seconded. Ayes all, nays none. Motion carried.

2. Consideration of reimbursement of uniform purchase from November of 2013 for Administrative Assistant in the SPFD.

Police and Fire Commission President D. Schleihs commented that this agenda item is a follow up to last month's agenda item to allow for the reimbursement of \$114.85 in uniform expenses that were purchased prior to the written policy going to affect.

SPFD Administrative Assistant Lorna Whalen indicated that initially she was going to return the uniform pieces when the Treasurer's Office denied the payment of the invoice. However, Chief Kujawa met with the Mayor and he suggested the Police and Fire Commission address the matter and

then come forward with a suggested amendment to the policy. As a result, she laundered the uniform items and is no longer able to return them.

Comptroller/Treasurer Ladick reiterated the phrase, "they didn't know this wasn't covered", he went on to state that he has documentation in hand from former Comptroller/Treasurer Schlice indicating he thought this had come to an end. He added that accusations have been made that we're micromanaging the Fire Department; he doesn't believe so. He added that a standard policy should be in place to ensure equity between departments; a lack thereof creates issues between departments.

Mayor Halverson stated that he doesn't disagree with the Comptroller/Treasurer. However, most of the adherence that was sought prior to the policy relating to this matter was unofficial. The policy amendment was discussed last month and not approved.

He added that a number of e-mails had been exchanged over the years indicating that ancillary purchases needed to be stopped.

Alderman Suomi questioned what was official or unofficial about prior purchases. Mayor Halverson replied that he and the former Comptroller Treasurer raised questions with former Chiefs Zinda and Kujawa regarding the types of clothing reimbursement authorized.

Alderman Wiza questioned whether, because of timing the purchases in question would fall under 2013 or 2014? Mayor Halverson and Comptroller Treasurer Ladick indicated that the monies would have been included in the 2013 budget; however that year is closed out so reimbursement would need to come out of the 2014 budget. Comptroller Treasurer Ladick also added that the line item in the budget is for the entire department and not split out by individual. Mayor Halverson added that the employee would be eligible for the 2014 uniform purchases under the amended policy.

Alderman Wiza suggested having the policy on the June agenda to make sure the policy is clear and addresses frequency of purchases.

Alderman Wiza moved to approve the payment of the invoice in the amount of \$114.85; Alderman Patton seconded. Motion carried with a vote of 4 – 1; Alderperson Suomi dissenting.

3. Update and modification to pay plan appeal process

Mayor Halverson referenced the correspondence that was distributed electronically which lays out his suggestion for the appeals process.

Alderman O'Meara stated he suggests a reasonable approach to the process that includes written record of approvals and denials of the appeals. Mayor Halverson indicated that had been his intent.

Alderman Wiza stated that he doesn't like the idea of one person being involved in the decision making for the appeals.

Alderman Wiza made a motion that a copy of all of the appeals be forwarded electronically to the members of the Personnel Committee and that Committee Chairman Phillips or his designee be involved in the appeals process; Alderperson Suomi seconded.

Discussion ensued.

Steve Louis asked stated that he understand the decision portion of the appeals is part of an open record but would like the Committee to consider having the appeals that come before the Personnel Committee be in closed session.

City Attorney Beveridge stated that the statute governing closed session would not allow this discussion to occur in closed session; we are not dealing with job performance, we are discussion job duties and therefore the discussion would have to occur in open session.

Alderperson Suomi questioned whether Carlson Dettmann dropping out of the appeal process wouldn't in fact be a breach of contract.

City Attorney Beveridge replied that discussion regarding this should be held in closed session.

Aldersperson Suomi withdrew her second from Alderman Wiza's motion.

Alderman Wiza restated his motion, a copy of all of the appeals be forwarded electronically to the members of the Personnel Committee and that Committee Chairman Phillips, or his designee be involved in the appeals process; If Mayor Halverson and Alderman Phillips agree on granting an appeal it will stand, a summary is to be provided only to the committee. If an appeal is rejected by both Mayor and Alderman Phillips it will come before the committee for their review, if an employee chooses. If Mayor Halverson and Alderman Phillips disagree on an appeal either way, that too, will come before the committee for their decision. Alderman Moore seconded. Motion carried with a vote of 4 – 1; Aldersperson Suomi dissenting.

4. Adjournment ~ 6:44 p.m.