

MINUTES
PERSONNEL COMMITTEE
May 17, 2019
VERONA CITY HALL

1. The meeting was called to order by Sarah Gaskell at 7:35 a.m.
2. Roll Call: Sarah Gaskell and Charlotte Jerney were present. Also present: Human Resources Coordinator Mitch Weckerly, Mayor Luke Diaz, and Finance Director Brian Lamers. Heather Reekie was absent and excused.
3. Approval of minutes from the April 26 & 29, 2019 Personnel Committee meeting. Motion by Gaskell, seconded by Jerney to approve the minutes of the April 26 & 29, 2019 Personnel Committee meeting. Motion carried 2-0.
4. Discussion and Possible Action Re: Position Description and Compensation of Senior Center Administrative Assistant Position

Weckerly explained proposed changes to the current Senior Center Administrative Assistant position description. He explained that this position would function as the coordinator of the front desk volunteers and the meals on wheels.

Sayre explained that the hours for this position will be during the same time at the Nutrition staff.

Gaskell stated that she would like to see this person as the back up to the front desk if they are the one in charge of it. Also, she would like to have it clear who the position reports to.

Weckerly reported the salary range is \$17.54-\$21.00/hour

Motion by Gaskell, seconded by Jerney to approve the job description and compensation for the Senior Center Administrative Assistant position. Motion carried 2-0.

5. Discussion and Possible Action Re: Position Description, and Compensation of Senior Center Nutrition Coordinator Position

Weckerly explained that the job description for this person did not change.

Rate for this position will be \$14.21.

Motion by Gaskell, seconded by Jerney, to approve the job description and compensation of Senior Center Nutrition Coordinator Position. Motion carried 2-0.

6. Discussion and Possible Action Re: Request for Public Works Water Utility Limited Term Employee (LTE) Position

Weckerly explained that Public Works has requested to hire a seasonal employee to work during the summer to paint fire hydrants as well as other seasonal duties. This position would not exceed more than 1,200 hours and pay would be \$12/hour.

Motion by Gaskell, seconded by Jerney, to approve the Public Works Water Utility Limited Term Employee (LTE) Position. Motion carried 2-0.

7. Discussion and Possible Action Re: Request for Reclassification of Nutrition Aide Position

Weckerly explained that Jamie Amers in the Nutrition Aide position is working more as a Coordinator than an Aid. He would like to reclassify her as a Coordinator and raise her pay. There would then be two Coordinators that would work together and no aid at this time.

Amers' pay would increase to \$14.21.

8. Discussion and Possible Action Re: Amendments to City Administrative Policy #4- Personnel Policy, Regarding Holidays

Weckerly explained that after doing some research, in Dane County, Madison, Sun Prairie, and Fitchburg have Martin Luther King Day as one of their Holidays. Most communities have 8-10 holidays and 3 personal days. Adding MLK Day would bring us to 9 holidays and 3 personal days.

Motion by Gaskell, seconded by Jerney, to recommend to Council to approve the Amendments to City Administrative Policy #4.3.5 - Personnel Policy, Regarding Holidays. Motion carried 2-0.

5. Motion by Jerney, seconded by Gaskell, to adjourn at 8:02 a.m. Motion carried 2-0.

Kayla Martin, Deputy City Clerk