

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL COMMON COUNCIL CHAMBERS
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., October 19, 2020**

Approved 1/18/2021

MINUTES

- I. The October 19, 2020 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Brunner in the Common Council Chambers at City Hall. Members present were Brunner*, Wikel, Traynor*, Pesch*, Budny, Prusko*, Alderman Barber*(arrived at 6:01 p.m.), Alderman Mayer* and Alderman Dandrea. Also in attendance were Director of Administration Steeno and Human Resources Coordinator Zahn. (* - participated via ZOOM)

- II. Citizen comment period

There were no citizens present.

- III. Approval of the Minutes from 9/21/2020.

Motion by Alderman Dandrea and seconded by Alderman Barber to approve the minutes from 9/21/2020 as written. Motion Carried: Ayes – All.

- IV. Approval of a Health Reimbursement Arrangement Administrator and Health Savings Account Administrator for 2021

Motion by Alderman Barber and seconded by Member Prusko to approve Associated Bank as the administrator of the Health Reimbursement Arrangement (HRA) and Health Savings Account (HSA) plans for 2021; authorize the Director of Administration to execute the appropriate, related contracts and update the Employee Handbook as needed; and forward such recommendation to the Common Council for their consideration. Motion Carried: Ayes – All.

- V. Amendment to the Severance Pay Language in the Employee Handbook due to the addition of the Wisconsin Retirement Pension System (WRS) for Non-Represented Employees

Motion by Alderman Barber and seconded by Member Traynor to approve an amendment to the severance pay language in the Employee Handbook, to clarify employee eligibility for the severance pay, and forward such recommendation to the Common Council for their consideration. Motion Carried: Ayes – 7, Noes – 1(Wikel).

It was agreed this item would be brought back to the Committee at their next meeting to discuss possible changes going forward.

- VI. Reconsideration of the Exclusion of Certain Employees for COVID-19 Sick Leave

Motion by Alderman Mayer and seconded by Member Pesch to recommend covering the Public Works/Sewer & Water employees thru the 11/6 payroll. Motion Carried: Ayes – All.

- VII. Staffing Report.

No Action Needed.

VIII. Next Meeting Date

The next regularly scheduled meeting is planned for November 16, 2020.

IX. Adjournment

Motion by Alderman Dandrea and seconded by Alderman Barber to adjourn the Personnel Committee meeting at 6:50 p.m. Motion carried: Ayes-All.