

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Road, Franklin,
Wisconsin 6:00 p.m., January 18, 2021**

MINUTES

- I. The January 18, 2021 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Brunner in the Hearing Room at City Hall. Members present were Brunner, Wikel, Traynor*, Pesch*, Budny*, Prusko*, Alderman Barber*, Alderman Mayer (arrived at 6:05 p.m.)* 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 10/19/2020.

Motion by Alderman Barber and seconded by Member Pesch to approve the minutes from 10/19/2020 as written. Motion Carried: Ayes – All.

- IV. Update regarding the Health Reimbursement Arrangement Administrator for 2021

Director of Administration Steeno explained that Associated Bank had originally been chosen and approved as our Administrator for the HRA accounts but we later found that they couldn't do direct draws. As such we switched to United Healthcare as Administrator for 2021 at a lower cost. No Action Needed.

- V. Renewal of USI Agreement for 2021 Brokerage Services

It was discussed that the Brokerage Services would be sent out for bid in the next couple months but that we needed to extend our agreement until that time due to the change in name of our current brokers.

Motion by Member Wikel and seconded by Alderman Barber to authorize a 2021 Consulting Services Agreement with USI Insurance Services, LLC, for employee and retiree health insurance and other ancillary benefits; authorize the Director of Administration to execute the appropriate, related contracts as needed; and forward such recommendation to the Common Council for their consideration. Motion Carried: Ayes – All.

- VI. Review of Draft Human Resources Work Plan for 2021

Information Provided. No Action Needed.

- VII. Discuss potential changes to Severance/Sick leave Policies for the future

Discussion only. Item will be brought back to Committee for more discussion and later action.

VIII. Discuss/update to the City's Policy regarding COVID-19 related leave

Director of Administration Steeno explained that the Federal benefits expired 12/31/20. There are no current protections at this time and it is unknown if there will be additional benefits extended under the new administration. The City has been advancing up to 2 weeks of sick time if an employee has no sick time and is off work due to COVID.

No Action Taken

IX. Staffing Report.

No Action Needed.

X. Next Meeting Date

The next regularly scheduled meeting is planned for February 15, 2021.

XI. Adjournment

Motion by Alderman Barber and seconded by Member Pesch to adjourn the Personnel Committee meeting at 6:58 p.m. Motion carried: Ayes-All.