

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL COMMON COUNCIL CHAMBERS
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., August 17, 2020**

MINUTES

- I. The August 17, 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*, and Alderman Dandrea. Alderman Mayer was excused. 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 5/18/2020.

Motion by Member Wikel and seconded by Member Traynor to approve the minutes from 5/18/2020 with one correction as discussed. Motion Carried: Ayes – All.

- IV. Election of Officers

Motion by Member Budny and seconded by Alderman Barber to nominate Chair Brunner as Chair. There were no other nominations for Chair. Motion Carried: All Ayes.

Motion by Alderman Dandrea and seconded by Member Budny to nominate Member Wikel as Vice-Chair. Motion Carried: Ayes – All.

- V. Preliminary Discussion Regarding Insurance Renewals & Modifications for 2021 – Presentation by Rae Anne Beaudry & Elisabeth Wright, USI Insurance Services

Information was presented by Beaudry and Director of Administration Steeno. No action was taken.

- VI. 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 Prusko to recommend to the Common Council amendment to the severance pay language in the Employee Handbook, to clarify employee eligibility for the severance pay. Upon discussion, Alderman Barber amended his motion, and Member Prusko seconded to table this item to the next meeting. Staff was asked to bring item back with comparable and liability information. Motion Carried: Ayes – All.

- VII. WRS Update

Director of Administration Steeno explained to the Committee that we are looking to provide more education to members that were not informed at the time of transition. This will be virtual training. No action taken.

VIII. Finance Department Temporary Staffing/Succession Planning

Director of Administration Steeno explained to the Committee that we've had one retirement in the Finance Department and another employee out on FMLA. We currently have a temporary employee helping out and will be working out succession planning due to another retirement expected in less than 2 years. No action taken.

IX. Staffing Report.

Human Resources Coordinator informed the Committee that there was an additional opening in the Police Department in addition to those on the Staffing Report. No Action Taken.

X. Next Meeting Date

The next regularly scheduled meeting is planned for September 21, 2020.

XI. Adjournment

Motion by Alderman Dandrea and seconded by Member Wikel to adjourn the Personnel Committee meeting at 7:19 p.m. Motion carried: Ayes-All.