

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m. June 20, 2022**

MINUTES

- I. The June 20, 2022 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Wikel in the Hearing Room at City Hall. Members present were Wikel, Traynor, Budny, and Prusko. Alderman Barber, Alderman Nelson, and Alderman Holpfer were excused. Also in attendance were Director of Administration Steeno and Human Resources Manager Zahn.
- II. Citizen comment period
There were no citizens that gave comments.
- III. Approval of the Minutes from 1/17/22
Motion by Member Traynor and seconded by Member Budny to approve the minutes from 1/17/22 as written. Motion Carried: Ayes- All.
- IV. Approval of an Updated Job Description for the Position of Lieutenant in the Fire Department (consolidating Fire Lieutenant and Paramedic Lieutenant into one Job Description)
Motion by Member Budny and seconded by Member Traynor to recommend approval of the job description for the position of Lieutenant as requested. Motion Carried: Ayes – All.
- V. Update on Potential Staffing Changes to the Health Department
Information was provided by Director of Health & Human Service Gottlieb. Motion by Member Prusko and seconded by Member Traynor to recommend approval of the filling of a Public Health Specialist position instead of a Public Health Program Manager. Motion Carried: Ayes – All.
- VI. Review of the Director of Clerk Services Position and Timing of Hiring – Due to Impending Retirement/Upcoming Position Posting
Motion by Member Budny and seconded by Member Traynor to recommend approval of the revised job description which adjusts the salary grade to reflect the new salary policy. Motion Carried: Ayes – All.
- VII. Approval of an Intern Approval/Authorization Policy
Motion by Member Traynor and seconded by Member Prusko to recommend approval of the policy to Common Council. Motion Carried: Ayes – All.
- VIII. Potential Changes to the Sick Leave Incentive/Severance Pay Policy
Motion by Member Budny and seconded by Member Prusko to table this item until next month and to also look at PTO options. Motion Carried: Ayes – All.

IX. Discussion regarding Military Pay Differential Policy

Discussion was held and the group asked to obtain comparables and bring the item back next month for discussion.

X. Staffing Report

XI. Information was provided but no action was needed.

XII. Next Meeting Date

The next regularly scheduled meeting is planned for July 18, 2022.

XIII. Adjournment

Motion by Member Traynor and seconded by Member Prusko to adjourn the Personnel Committee meeting at 6:52 p.m. Motion carried: Ayes-All.