

Personnel Committee January 2, 2020

Members Present

Chairman Lanzotti
Alderman Megan Bryant
Alderman Kathy Driskell
Alderman Jim Olive
HR Manager Andrea Conrath

Also Present

Mayor Barry
City Clerk Julie Lilly
Alderman Larry Budd
Fire Chief Adermann
Treasurer Jacque Nation
Matt Whalen (AFSCME)
Firefighter Cody Rogers
Police Chief Wheeler
Deputy Police Chief Childers

Alderman Skultety
Kellie Hamell
Alderman Burtle
Supt Mike Mann
Bill Jones (AFSCME)
Owen Laswell
Firefighter Nick Zepin
Shirley Sams

Chairman Lanzotti called the meeting to order at 6:00pm.

Volunteer Firefighter Applications

Fire Chief Adermann presented one completed application without background completed. He stated that the background needs notarized & the applicant needs to complete a physical also. The Chief stated he has all other paperwork completed for this person besides the background & physical. Chief Adermann requested that when he gets this volunteer's background notarized that we can move forward with hiring him. Chairman Lanzotti asked the Chief to describe what all is entailed for a volunteer firefighter. The Chief explained that this individual would not fall into the apprentice portion. The Fire Dept currently has 8 total volunteer firefighters. Chief Adermann would like to add 5 volunteers within the next year. Alderman Driskell asked if we have enough turnout gear for the requested volunteers. It was mentioned that the volunteer firefighter is financially responsible for the required physical in the hiring process. The Chief mentioned that there was only one other individual who was interested, but has since rescinded his application due to the background process.

Motion by Alderman Bryant & seconded by Alderman Driskell to recommend to the City Council to approve the hire of one volunteer firefighter, pending completion of physical & background notarization. Motion carried 4-0.

Bid and/or Advertise Deputy Clerk Position

City Clerk Julie Lilly presented to the Committee that by state law we have to have a Deputy Clerk position in the Clerk's office. She informed that Cindy Dey is retiring April 30th, 2019. The Clerk would like to fill this position soon so that she has ample time to train the individual prior to Cindy's retirement in April. Mayor suggested that the City is looking to remove the Deputy Clerk position from the Union through the Labor Relations Board. The City Labor Attorney, Corey Franklin, is requesting to remove the position through the Labor Relations Board. The Mayor said he spoke with Bill Jones (AFSCME) about us pursuing the removal of this position from the AFSCME Union. The Clerk asked if we need to hold off on bidding/advertising this opening. Alderman Larry Budd requested that we hold off until the February meeting. The Clerk suggested that if the person from her office is offered the Deputy Clerk position, her position will sit vacant for 30 days.

The Mayor also explained that the Deputy Clerk position should be a non-Union position due to the confidentiality that is entailed with the job duties. Alderman Driskell asked what the bidding process involves for the Union. The Clerk explained this process to Alderman Driskell. The Treasurer stated that it was nice to have ample time to train when she was trained into the Deputy Treasurer's position years ago. Mayor stated that we can vote on this at the January 21st council meeting.

Payroll/Timeclock System


The Mayor read an email from the Treasurer dated Friday, December 27th, 2019 regarding the issue of it being a short/holiday week & the possibility of not being able to get the timesheets in to make direct deposit in time for the payroll date. He suggested that there has to be an easier way to get the timesheets to the Treasurer, especially during the Holidays. He suggested that this may eliminate some discrepancies for individuals who may not report to work in a timely manner. He would like to bring to the table the pros and cons of timeclock systems. Alderman Driskell asked what we currently utilize for timesheets. The Treasurer stated that we currently use paper timesheets but that two departments are currently using time clocks. Those two departments are Street/Sewer & Water. The Treasurer stated there are two systems available (Time Entry & Incode has ExecuTime). Execu has start-up costs of \$18,000 & a yearly maintenance fee of \$1865. Timeclocks could cost anywhere from \$1,000-3,000 each. Aldermen Olive, Skultety & Bryant explained to the Committee the timekeeping systems that were or currently are being utilized at each of their employers. They each explained how user-friendly the systems are. Treasurer asked how overtime would work with all the different departments & is concerned on how that will work. Alderman Olive suggested that there is a way for all departments to be on the same page. Alderman Bryant stated that her employer utilizes a system called T-sheets. She said they do offer an 8-minute window for clocking in/out. She said the system will set up pay differentials or time accruals. She said she runs a report at the end of the month that was a one-time custom build. It is at the employees' discretion if they forgot to clock in or mark their time correctly. Cost is \$100/month for 32 employees at her employer. She said she can get a price quote from T-sheets for 150 employees to get to the City. Treasurer explained more about the ExecuTime system as far as functions Employee Time Keeping, Time Off Approval, Scheduling, Advanced Scheduling for Police/Fire, etc. Alderman Bryant suggested that we need to do more investigating on what options the City has for time-keeping systems. They suggested that we do more research into the cost & what systems are available.

Any Other Matters

Chairman Lanzotti asked if there are any other matters to be brought up. No one had anything else to discuss.

Adjournment

Motion by Chairman Lanzotti & seconded by Alderman Olive to adjourn. Motion carried 4-0. The meeting adjourned at 6:43pm.



Lee Lanzotti
Personnel Committee Chairman