

MINUTES
#01-13-14
Monday, April 29, 2013
4:15 PM
SALARIES AND GRIEVANCES COMMITTEE
2nd FLOOR CONFERENCE ROOM - CITY HALL

Members: Alderpersons, Chair Mary Lynne Donohue; Vice Chairman Jim Bohren; Don Hammond; Jodi Vander Weele; Todd Wolf

Ex-officio Member: Sandy Rohrick Human Resources Manager

Excused: Don Hammond

Others in Attendance: Mayor Vandersteen, Alderperson Lewandoske, Wendy Schmitz

OPEN:

1. Call meeting to order.

Ald. Donohue called the meeting to order at 4:15 pm.

2. Pledge of Allegiance.

The Pledge was recited.

3. Introduction of Committee Members.

The members introduced themselves.

Matters Referred

4. G.O. 65-12-13 Council Doc. 7.1 An Ordinance amending Section 29-75 of the 1975 Sheboygan Municipal Code so as to delete the current Part-Time Crafts Coordinator and create the job description of Part-Time Activity Coordinator/Volunteer Manager in the Senior Activity Center for the City of Sheboygan.

Wendy Schmitz stated that there are currently 3 employees hired by the City and 2 employees are hired by the "Friends" at the Senior Center. The Part-Time Crafts Coordinator is retiring and an employee hired by the "Friends" is leaving. This is the perfect opportunity to combine the 2 positions and make modifications to the job description. The current Part-time Craft Coordinator is at a class grade 2 and the request is to amend the new job description to a class grade 2.

Motion to amend the ordinance to change the class grade from a class

grade 1 to class grade 2 by Ald. Wolf, Second by Ald. Vander Weele, All Ayes, Motion Passes.

Motion to approve the ordinance with the amendment by Ald. Bohren, Second by Ald. Vander Weele, All Ayes, Motion passes.

5. G.O.66-12-13 Council Doc. 7.2 An Ordinance creating Section 2-415 of the Municipal Code relating to the position of Director of Information Technology.

Sandy Rohrick stated this a continuation from the previous meeting, replacing Managers with Directors. This is consistent with the Director of Public Works. This ordinance would make the employee "at will" without the 5 year appointment, this does not reflect the pay.

Motion to approve by Ald. Vander Weele, Second by Ald. Wolf. All Ayes, Motion passes.

6. Initial discussion of human resource issues that will be of strategic importance in the 2013-2014 Council year.

Ald. Donohue asked the committee, where do we want to be a year from now? We have a lot of Human Resources issues.

Sandy Rohrick stated that she would like to continue to evaluate the wages and benefits in this area and with other municipalities. Medical insurance seems to get a lot of visibility. With Act 10 and Obama Care, if and when there are changes we need to be educated.

Sandy also informed the committee that the Employee Handbook is currently being updated. The handbook is a reference tool rather than a council-approved procedure. The handbook makes reference to policies and procedures but the Employee Handbook is a reference tool not a policy.

Hand out from Sandy, the Role and Responsibilities of the Salaries and Grievances Committee and the Employee Grievances and Appeals Procedure.

Discussion was held.

7. Set date and time of next Committee meeting.

Monday, May 13, 2013, 4:15 pm.

8. Adjourn.

Motion to adjourn by Ald. Vander Weele, Second by Ald. Bohren, All Ayes, Motion passes.