

**PERSONNEL COMMITTEE
COUNCIL ROOM, CITY HALL
106 W. DIVISION STREET
TUESDAY, APRIL 11, 2023
3:00 P.M.**

The Personnel Committee was called to order by Chair Barbara Petkovsek. On roll call: Council Members Barbara Petkovsek, Daniel Clough, Julie Counsell and Mayor Duane Poeschel present.

Also present: Matt Becker, League Mutual Insurance, Jesse Furrer, Spectrum Insurance Group (our insurance agent for the League program) and City Clerk-Treasurer Rex R. Roehl.

Motion Poeschel, second Clough, to approve the minutes of the previous meetings as presented. All Aye.

Chair Petkovsek presented Judy Lindner's Letter of Resignation for Retirement effective July 1, 2023.

Motion Clough, second Poeschel, to recommend to the Common Council to regretfully accept Judy Lindner's Letter of Resignation for Retirement effective July 1, 2023 and to thank her for her 43 years of service (1980-2023) as Recreation Director. All Aye.

Discussion on the process to fill the Recreation Director's position and drafting a job description.

Chair Petkovsek reported that the work group working on updating the Employee Handbook has met twice. The group has highlighted the new proposed language additions and struck the old language in the current handbook to show the change. The plan is to have a draft to the Personnel Committee by late Summer/early Fall with a review by Pamela Ploor, Stafford Rosenbaum and at some point going to the employees.

Council Member Counsell stated that we are using the League documents as a starting point.

Chair Petkovsek introduced Matt Becker, CEO of the League Mutual Insurance Company.

Matt Becker stated that the League Mutual Insurance Company has retained Stafford Rosenbaum as attorneys. There is no cost to the City for using their services. There are three ways that the City can interact with the League of Wisconsin Municipalities: 1) through the regular insurance products, 2) contacting the League's legal staff-Claire Silverman or Maria Davis-for statute questions, copies of ordinances or best practices and 3) by calling Stafford Rosenbaum attorneys-by purchase of the League's insurance products you are given access to their legal advice for human resources issues, handbook policies, open records compliance, employment issues including termination, law enforcement needs, land use and zoning issues, conflicts of interest, etc. The City would get about 10 hours of service on an issue or subject, they are not to replace HR staff or your City Attorney.

Jesse Furrer stated the League program is very specific to municipalities, and by far the best association program available, they handle so much there.

Matt Becker stated that the City is not limited to one person who can contact Stafford Rosenbaum-any Council Member or City employee can call them.

Chair Petkovsek asked what about workplace investigation, ADA requirements, bullying and harassment.

Matt Becker stated call Stafford Rosenbaum right-a-way, the League works with ten law firms across the State, for any claim under your policy, the attorney costs are covered by occurrence not an overall maximum.

Chair Petkovsek stated the City has no job descriptions, we are not a member of SHRM, we are looking for templates to develop job descriptions, once done we will be sending them to Pamela Floor for review.

Jesse Furrer suggested HR Insights on their Spectrum Insurance Group website and Zywave document warehouse as a starting point.

Jesse Furrer stated that the League Insurance program started back in 1985 by Wausau Insurance Company, Dennis Twedale, was the CEO and it incorporated as it's own plan in 2022 and is 100% geared to Wisconsin Cities and Villages. The League Plan has five insurance agencies across Wisconsin representing them of which Spectrum Insurance Group is one.

Matt Becker stated that the League Plan has 500 members out of the State's 610 Cities and Villages.

Chair Petkovsek asked if they review contracts and contractual issues.

Matt Becker replied "Yes".

Mayor Poeschel asked about subdivision developer's agreements, liability and indemnification, bid submission and liability aspects.

Jesse Furrer stated they can be reviewed for hold harmless language, the City is the customer, don't give up your rights.

Matt Becker stated the League Plan provides risk management; safety grants; worker's comp nurse hotline, firefighters rebound, second injury management; cybersecurity and liabilities exercises; management supervisory training; Council Member management resources; social media policies; Lexipol grants to Police Departments, best practices for using volunteers.

Council Member Clough stated that there are benefits to call as needed, but not every one should be calling independently on the same issue there should be a gatekeeper point of contact.

Chair Petkovsek stated that the City's Ordinances need upgrading, does the League have any dollars for general ordinances like the Police Department Lexipol program. The League attorney's have sample ordinance and the City of Colby has hired General Code.

Matt Becker stated that the League is working on a sample Master Ordinance book, like they have a sample employee handbook, but it is just getting off the ground.

Jesse Furrer reviewed the no fault sewer backup coverage.

Council Member Counsell asked Furrer to provide a summary of the City's insurance coverages.

Chair Petkovsek asked about employee's driving their own vehicle and coverage limits.

Matt Becker stated it is a good practice for both employees and volunteers to prove coverage.

Jesse Furrer stated that it protects the City, but it is hard to keep track of with everyone's expiration date and companies being different.

Chair Petkovsek presented a sample job description for Parks and Recreation that Chief of Police Mankowski had found plus he has found samples for Police Chief and Director of Public Works. When litigation happens a job description is the first thing looked at. The sample Mankowski found covers the following areas: job title, department, job summary, major duties, knowledge required by the position, supervisory control, guidelines complexity, scope and effect, personal contact, purpose of contact, physical demands, work environment, supervisory and management responsibilities, minimum qualifications.

Discussion on job descriptions for everyone, split jobs (like Cemetery Sexton and Parks Director) and using the template as a starting point.

Motion Poeschel, second Counsell, to adjourn. All Aye.

Barb Petkovsek, Chair