

City of Lodi Human Resources Committee Meeting
Minutes of March 6, 2018

1. Call to Order.

Chair Groves Lloyd called the meeting to order at 6:01 pm.

Committee Members Present: Suzanne Miller, Ann Groves Lloyd, Bill Welch

Staff Present: Jennifer Sweeney, Julie Ostrander, Kennan Buhr, Scott Klicko, Craig Freitag

Others: Jim Ness

2. Public Input. None

3. Minutes of the February 6, 2018 Meeting.

Motion by Welch, second by Miller to approve the minutes of the 2/6/2018 meeting. Motion carried.

4. Recommendation to Council: Resolution 18-10 Revising HR Policy 16. Leave Time to Add an Additional Paid Holiday

Groves Lloyd reviewed the reasoning discussed at the last meeting for this additional paid holiday. Motion by Welch, second by Miller to recommend to Common Council Resolution 18-10 Revising HR Policy 16. Leave Time to Add an Additional Paid Holiday. Motion carried.

5. Recommendation to Council: Resolution 18-18 Amending HR Policy 21 Employee Separation

An update to this policy was needed due to changes made to an earlier policy whereby the city will no longer provide monetary awards via a gift card. The committee discussed the meaning behind an employee, upon retirement, receiving a plaque vs. a certificate. The committee would prefer to leave the wording in place that a retiring employee will receive a plaque in addition to the monetary award. Motion by Welch, second by Miller to recommend to Common Council Resolution 18-18 Amending HR Policy 21 Employee Separation as amended to keep the wording of awarding a plaque. Motion carried.

6. Police Lieutenant Position Grade & JAQ

Ostrander provided documents regarding the impact of this potential change based on the request from the last meeting. Miller recounted the discussion the Finance Committee had regarding this same item at an earlier meeting. Ness received an email from the labor attorney stating lieutenants are not typically in the union. In addition, the city would need to advise the union they are removing someone from it, and the sergeant position will no longer be negotiated. The labor attorney email also stated that the city can proceed in the best interest of the department. The committee discussed an internal or external posting of this position. Klicko explained that the current sergeant position is already doing the duties of the lieutenant and there isn't room in the budget to hire an additional officer. This additional position would essentially be a job title change for the current sergeant.

The committee discussed the administrative support the police chief needs from a secondary administrative position, such as the lieutenant would provide or the sergeant currently provides, and that there is no good or bad time for this change. Groves Lloyd suggested reclassifying the sergeant position as a lieutenant position. Klicko noted that this matter was already discussed by the Police Commission, and they agreed with the change. The committee decided to recommend creation of the position but not fill the position until there is proper notification to the union. Klicko requested and the committee agreed that the email from the labor lawyer should be forwarded to him and council members so there is greater understanding on this matter.

Motion by Groves Lloyd, second by Welch to recommend to Common Council the creation of an exempt Lieutenant position within the Police Department and to classify the position at a grade 6. Motion carried.

7. Pay Range/ Performance Review Update

Groves Lloyd informed the committee on the current state of the updates. She confirmed that performance reviews should ideally be a conversation held twice yearly. Sweeney provided an overview of changes to the

performance review form which includes a removal of checkboxes to include four open ended questions with some sub-questions. Groves Lloyd, Sweeney, and Ostrander are still working on the policy language to incentivize the performance reviews. Ostrander noted that the idea behind the questions was to encompass categories from the performance review checkboxes. In addition, the form would still include goals. Groves Lloyd stated that employees would receive the questions a few weeks ahead of the review so they can thoughtfully prepare responses.

Buhr and Klicko supported the changes to the forms. Buhr questioned how goals would be written. Groves Lloyd responded that the employees and supervisors should set goals together, and the supervisor should articulate how the employee's actions will help the city achieve its goals.

Updates to the policy language will be brought back to the next committee meeting for review.

8. Date and Time of Next Meeting

The next meeting will be Tuesday, April 3, 2018 at 6:00 PM at the library.

Miller requested that alder mentoring and development be placed on the next agenda.

9. Adjourn

Motion by Miller, second by Groves Lloyd to adjourn. Motion carried. The meeting was adjourned at 6:49 pm.

These minutes have been approved.