

City of Lodi Human Resources Committee Meeting
Minutes of April 3, 2018

1. Call to Order.

Chair Groves Lloyd called the meeting to order at 6:00 pm.

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

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

Others: Jim Ness

2. Public Input. None

3. Minutes of the March 6, 2018 Meeting

Welch mentioned that Groves Lloyd's name was misspelled on the motion to adjourn. Motion by Welch, second by Miller to approve the minutes of the 3/6/2018 meeting as amended to fix the spelling error. Motion carried.

4. Pay Range Market Adjustment

Ostrander provided documents from GovHR that illustrated comparison communities. The documents indicated that the minimum and the maximum of the range should increase 8.10%. GovHR also suggested step increases should be in 1.00% increments. The library positions were added at the request of the library directors. Groves Lloyd recommended that this information be presented to the Finance committee and the city/utility finds the minimal amount to raise employees who are below the minimum of the new ranges to the minimum. Welch suggested that employees who were below the minimum of the new ranges receive a retroactive raise for 2018. The committee indicated that Sweeney should place this item and a resolution on the Finance Committee agenda and include adjustments for all employees below the minimum of their range except the library employees (who are overseen by the Library Board) and the unionized police officers.

5. Compensation and Classification Policy Updates

Welch stated that the Council hasn't historically looked at cost of living adjustments (COLA) in the past. Ostrander stated that COLA helps in the budgeting process. Klicko stated his concern that employees still won't move up their steps based on market studies each year. The committee discussed the policy updates. Welch recommended changing the wording surrounding the 65th percentile because it is the city's goal to maintain the pay range at the 65th percentile, but it may go higher or lower. Motion by Welch, second by Miller to recommend the Pay Plan and Employee Performance Appraisal policies to Common Council as shown, and to recommend the Maintenance of Classification and Compensation System to Common Council with amending language that the city will strive to keep the pay range minimum as close to the 65th percentile as possible. Motion carried.

6. Employee Performance Review Form Updates

Groves Lloyd provided an update on the performance review form with the suggestion that the name of the process be changed to "Achievement Discussion." The Committee requested that Sweeney change the policies to match the changed name of the performance review/appraisal process. The expectation is employees and their supervisors will have a discussion twice a year, one time mid-year and another at the end of the year. Motion by Miller, second by Welch to recommend the Achievement Discussion Form to Common Council. Motion carried.

7. Alder Development

The committee discussed that they would like to continue the expectation that everyone attends the League of Wisconsin Municipalities' Local Government 101 Workshop at least once. Groves Lloyd requested that Mayor Ness speak to Council members about attending.

8. Date and Time of Next Meeting

The next regularly scheduled meeting will be May 1, 2018 at 6:00 PM.

9. Adjourn

Motion by Miller, second by Welch to adjourn. Motion carried. The meeting was adjourned at 6:43 pm.

These minutes have been approved.