

PROCEEDINGS OF THE CITY OF NEW BERLIN  
CIVIL SERVICE COMMISSION MEETING MINUTES  
March 14, 2008 – 8:00am  
NEW BERLIN CITY HALL, 3805 S. Casper Drive

**Please note: Minutes are unofficial until approved by the Civil Service Commission at their next regularly scheduled meeting.**

Present: Commissioners Virginia Moths, Gary Gray, Bernard Kramer, Kelly Parbs, Helen Uhan  
Also Present: Mayor Chiovaturo, Marilyn Gauger, Tami Pokay and others

Chairperson Moths called the meeting to order at 8:10am

**APPROVAL OF MINUTES:** January 25, 2008  
Motion by Commissioner Parbs to Approve Minutes  
Second by Commissioner Gray  
Approved Unanimously

**DISCUSSION AND MOTION TO APPROVE THE AMENDMENTS TO CHAPTER 11**

Suggestions for changes were discussed. In answer to employees suggestions:

11-1 B Adding....*or personal relationships*..... to the end of the section would be too broad.

11-2 B (4) (d) Adding ... *and affected employee* .....would be redundant.

11-18 The salary range adjustment for the Goal and Development Evaluation Pay plan shall be established by the Common Council effective January 1 of each year. The salary range adjustment was 0% this year.

11-19 C (2) Wording changed to: *Employees shall meet with their supervisor at the year end, approximately December 15<sup>th</sup>, to review their goals and performance for that year.*

11-20 Decision Band Method Evaluation Committee is still to function as stated in the code.

11-21 Retiring employees are allowed to use a percentage of unexhausted sick leave to purchase health insurance under certain criteria laid out in the administrative policies: 15 years of service and retirement under the Wisconsin Retirement System.

11-22 H Fringe benefits for part-time employees do not include benefits for military leave or jury duty at this time.

Various typos were also corrected.

The avenue to be used by civil service employees during a meeting, in addition to Privilege of the Floor, is to be recognized by the Commissioners and then be allowed to ask questions or speak. Comments or questions have to be related to the topics under discussion on the agenda. This does not need to be stated in Chapter 11.

11-2 B(4) (b) The documented personnel procedures are the General Administrative Policies. The Mayor is in the process of approving all the General Administrative Policies with standardized verbiage and mayoral signature.

11-4 C (2) A question was raised about the exact meaning of that section.

Salary Grade Assignments can now be found immediately following the Annual Evaluation form in the General Administrative Policies. The plan is to have the Common Council approve a resolution regarding salary ranges, the position and grade level, that has been taken out of the code.

11-19 B            Classifications, a group of positions, are in the same salary grade.

11-20            Add D: *Department Head positions will be sent out to an outside compensation consultant to be reviewed under their methodology.*

Commissioner Gray made a motion to send Chapter 11 (with these revisions) to the Common Council.

Seconded by Commissioner Parbs

Approved Unanimously

#### **COMMENTS AND DISCUSSION OF RESOLUTION 08-08**

There are two Civil Service positions that the Council has referred to the Civil Service Commission and/or the Decision Band Committee to review. The Council would like a determination by the April 8<sup>th</sup> meeting. Tami agreed to call a Decision Band meeting to review these positions. The Commissioners would like to follow the method spelled out in code. In the future, a possible re evaluation of the Decision Band Method may be necessary if Ernst & Young is not available to support the process. The DBM committee members who appeared before the Commissioners were very positive and enthusiastic about their DBM responsibilities. The mayor stated some DBM members privately told him they were uncomfortable about having to hold meetings in accordance with open meetings laws. There are three additional positions that are starting the DBM process. Replacements should be found for DBM Committee members who no longer want to be on the Committee. The mayor wants a method in place in which the employees have confidence.

#### **REPORT FROM THE DIRECTOR OF HUMAN RESOURCES**

The Director of Human Resources wanted to inform the Commissioners about the three additional positions that will be going through the DBM process.

#### **PRIVILEGE OF THE FLOOR**

#### **NEXT MEETING:**

The next meeting will be dependent upon the when the DBM committee meets and forwards on their recommendation.

#### **ADJOURN:**

Motion by Commissioner Parbs to adjourn meeting. Second by Comm. Gary Gray    Approved Unanimously

Submitted by Virginia Moths, Chairperson, Civil Service Commission