

PROCEEDINGS OF THE CITY OF NEW BERLIN  
CIVIL SERVICE COMMISSION MEETING MINUTES  
October 26, 2007 – 8:00am  
NEW BERLIN CITY HALL, 3805 S. Casper Drive  
(REVISED)

**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: Marilyn Gauger, Pat Herrmann, Karen Nork, Tami Potkay, Mark Blum, Mike Holzinger, Janet Kruse and others

Chairperson Moths called the meeting to order at 8:00 am

**APPROVAL OF MINUTES:** October 19, 2007

Motion by Commissioner Gary Gray to Approve Minutes.

Second by Bernard Kramer

Approved Unanimously

**DISCUSSION AND VOTE ON RECOMMENDING VERBIAGE TO BE ADDED TO THE EVALUATION SIGNATURE PAGE**

Motion by Gary Gray to add the following to the Evaluation signature page:

Signatures of the employee and supervisor indicate that they have had the opportunity to review this document and the employee has had the opportunity to discuss its contents with the supervisor even though the employee might not agree with the contents

Second by Helen Uhan

Approved Unanimously

**PRESENTATION AND DISCUSSION WITH DIRECTOR OF FINANCE, PAYROLL SUPERVISOR AND MAYOR'S EXECUTIVE ASSISTANT, REGARDING PROCEDURES INVOLVED IN SECTION 18.**

**Section 11.18 Compensation**

A. Certification

Department Heads forward the prepared time cards and Dir of Finance assumes that the card is correct when submitted.

This department do not police, and are not given information to withhold pay (sick time, vacation time). Each employee time card reflects hours available (vacation time, sick time). The Department Head signs off of what is on the time card, per employee. The Mayor signs Exception Reports which are verified by the Executive Assistant in the Mayors office.

Is the way the department does things considered certification?

**Mr. Blum was asked if there is a any problem with the language.... "Certification"... shall Check or Keep**

**Records?** Mr. Blum indicated that there is a need to identify those persons in the position to make that certification and then remove that word/term from the Director of Finance procedure.

Appointing Authority/Supervisor or Department Head certifies to Director of Finance sick time, vacation time, and time off without pay. Finance pays what is certified by the Appointing Authority/ Supervisor /Department Head. Initial employee allowance is provided by Director of H. R.

Director of Finance verifies that the employee time card is consistent with the records received from the Supervisor/Appointing Authority/Department Head.

**PRESENTATION OF INFORMATION BY DIRECTOR HUMAN RESOURCES REGARDING THE DECISION BAND METHOD COMMITTEE**

Human Resources Director is the liaison to the Decision Band Method/Committee. The Decision Band forms are quite lengthy, mainly evaluated are the responsibilities & the amount of time employee spends on each task. It is the

responsibility of the employee to complete the form. The department Head reviews & may make modifications to it and then the entire packet is forwarded to the Decision Band Committee.

Dir. H.R. feels that the Decision Band Method/Committee should be held in closed session.

City Attorney indicated that open meeting laws were in effect and similar to today's, when the Arthur Young Organization and Compensation Study was submitted to the City of New Berlin in 1987.

Department Head reviews the packet and the entire packet is forwarded to the Decision Band Committee. Carlson Dettmann made the recommendations to the Council where salary range was adjusted. A follow up to that each employee that was effected was given the opportunity to complete a Decision Band Form. The Common Council makes the final determination. The DBC can not reverse the Council's decision, however may make recommendation to consider a different salary range.

**Director of Finance indicated that no one was given the form. Dir of HR indicated that employees were given the opportunity to have their position evaluated by the committee but did not take advantage of doing that.**

**Is there a DBC List?** 5 people are on this committee and members hold the positions for 2 years. The committee members (at one time) did appear on the Committees & Commissions List that is distributed to everyone when there is a change. These members hold the position for 2 years. **Were these guidelines followed?** The guidelines were not followed because of the learning curve of the Decision Band Method/Committee because there has been turn over & that affects committee membership.

Kelly Parbs mentioned that she has been on the CSC for 4 years. **Asked if it is reasonable for her to assume that the committee has remained the same?** No. Turn-over has occurred.

**How often does Decision Band Committee membership alternate?** There is no term (if there is a specific term she would have to read the guidelines). Mayor makes determination on who is on the committee and makes the appointments to the committee. Our current Mayor has made an appointment to the committee.

**Was this appointment made recently?** Dir. HR indicated that she would have to look.

**Notice that the Decision Band Committee is missing from the 11 19 form that was provided by Dir. H.R.**

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

Department Heads are not exempt from the Decision Band Committee -- Did I understand that correctly?

Dir. H.R. did provide the Decision Band Committee Form and afterwards indicated that it should not be filled out that those decisions will go the Council.

Please clarify the annual audit of positions. She has been in the City Clerk position for 5 years and has not been audited. What she heard today is that that audit is done by the Decision Band Committee. If that did not take place how did that banding audit get changed?

**Comm. Gary Gray asked: Can a Department Head generate the forms (without the employee knowing about it) to the Decision Band Committee?** Dir. H.R. answered Yes.

#### **NEXT MEETING:**

November 2, 2007 8:00 a.m.

#### **ADJOURN:**

Motion by Kelly Parbs to adjourn meeting. Second by Comm. Helen Uhan Approved Unanimously 9:05 am

Submitted by Helen Uhan, Secretary, Civil Service Commission