

**City of New Berlin Civil Service Commission  
Minutes of the June 8, 2007 Meeting**

**Present:** Commissioners Kelly Parbs, Gary Gray, Virginia Moths, Bernie Kramer

**Excused:** Commissioner Helen Uhan

**Also Present:** Mark Blum, Tami Potkay and others

Chairman Virginia Moths called the Civil Service Commission meeting to order at 8:00 AM.

**Approval of Minutes from June 1, 2007**

Motion by Commissioner Gray, second by Commissioner Kramer and unanimous approval of the minutes.

**Discussion and Possible Action on Benefits Policy and Recommendations to Mayor**

Mark Blum said that it would make sense to have policies in place before removing sections 18, 19 and 20. Mr. Blum has a draft RAS ready to remove 18, 19 and 20. Removing sections 18, 19 and 20 from the code would remove compensation issues from the scope of the Civil Service Commission. The unanimous vote of the Commissioners was to leave sections 18, 19 and 20 in the code for the time being. The Commission unanimously voted to recommend to the Common Council the increased vacation schedule that Ms. Potkay suggested be included in revision to the Code. The Commission voted unanimously to be the final authority with grievances. The jurisdiction of the Commission starts and stops with what is in Chapter 11. Mr. Blum suggested taking benefits out of the code and making them policies outside of the code, then put something in Chapter 11 that would say that policies with respect to benefit issues will be adopted by Council by resolution. A one paragraph section in the code would be added saying that the benefits for the Civil Service employees shall be amended/adopted from time to time by action of the Council by resolution subject to a recommendation by the Commission. There would be something in the code about how the policies would be created and approved but not actually have the full text within the ordinance. The Commission could add language in an ordinance saying that any changes to the policies must come from a recommendation from the Commission. The actual policies would be attached to resolution. Employees would be able to bring issues to the Commission contained in the policies under the resolution. We may add an ordinance into the code directing how benefits' grievances would be handled. Mr. Blum suggested doing an entire Chapter 11 rewrite. The resolution and all the policies should be ready to be presented to the Council at the same time. The Commission may be taking some policies from the General Policy Administration manual and attaching them to the code by resolution. The Commissioners will review the first three sections of Chapter 11 for the next meeting. June 15.

**Adjourn**

Commissioner Gray moved and Commissioner Parbs seconded the motion to adjourn. The motion carried unanimously and the meeting was adjourned at 9:05AM.

Submitted by Virginia Moths