

PROCEEDINGS OF THE CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
November 30 , 2007 – 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 and Kelly Parbs

Excused: Commissioner Helen Uhan

Also present: Mark Blum, Tami Potkay, Marilyn Gauger, Patt Kure, Karen Nork, Nick Roethel, Jim Hart and others
Chairperson Moths called the meeting to order at 8:00 am

APPROVAL OF MINUTES:

November 16, 2007 minutes were not available

October 26, 2007 minutes will be amended to reflect that Janet Kruse was in attendance and Karen Ambrosch was not in attendance.

A motion and vote to approve those changes will appear on the next agenda.

DISCUSSION OF ADDITIONAL INFORMATION PERTINENT TO THE OCTOBER 26 MINUTES

Suggestions were made by Mike Holzinger to clarify minutes for October 26, 2007:

Department Heads forward the prepared time cards and Dir of Finance assumes that the card is correct when submitted. . Time cards reflect regular hours worked and any sick time, vacation time, personal time, bereavement time and comp time used or earned. Time cards also reflect any time taken off without pay and holiday pay when applicable. The Department Head signs off on what is recorded on the time card, per employee. The Mayor signs Exception Reports which are verified by the Executive Assistant in the Mayors office.

Appointing Authority/Supervisor or Department Head certifies to Director of Finance sick time, vacation time, personal time, bereavement time, and comp time used, along with comp time earned, and time taken off without pay. The Payroll Supervisor verifies that the time certified on time cards and exception reports is available to use, or in the case of comp time earned, within the 80/80 comp time limit, and only then does the Finance department enter on payroll what is certified by the Appointing Authority/Supervisor/Department. Initial employee allowances are provided by Director of H. R. and Payroll Supervisor.

Additional verbiage was decided not to be needed in section 18.

DISCUSSION AND POSSIBLE ACTION RE: EMPLOYEE COMPENSATION EVALUATION ON NOVEMBER 13TH, 2007 COMMON COUNCIL MINUTES

Communication with the Common Council, in regards to the concerns that procedures for rebanding were not followed, was discussed and rejected.

DISCUSSION OF THE LETTER FROM MARK BLUM REGARDING OPEN SESSION/CLOSED SESSION

Mark Blum's opinion was the Decision Band Committee as outlined in the Civil Service Code should be held in open session. The exception would be discussion of specific compensation/performance evaluation issues of a particular employee; those discussions could be held in closed session. Compensation or performance evaluation issues are not part of the Decision Band Method.

DISCUSSION OF PROCEDURES FOR THE DECISION BAND COMMITTEE BY DIRECTOR OF HUMAN RESOURCES

Decision Band Method materials for a sample employee were distributed. The banding of a specific position was explained. The listing of current Civil Service positions and their salary grades have been posted on the intranet. A resolution needs to be approved by the Common Council to assure that the information in 11-19(c)1 continue to be made available to employees after it is removed from the Code. Subsequent revisions to the salary grades will continue to be made by resolution. In the past, director (Department Head) positions have been sent out to be rebanded, a practice that

was not mentioned in the original Ernst & Young procedures, but has been established. The recent rebanding of the IT Director was not sent out to a consultant or considered by the DBM committee.

Mark Blum explained three suggestions for revision of the section dealing with the Decision Band Committee. The three revisions each would give the DBM process various levels of accountability, structure and transparency. The Commission decided to keep the Decision Band Committee in the code. A formal process with rules was chosen over an informal process with less structure or accountability.

DISCUSSION OF SECTION 23

Discussion of Section 23 was moved to the next meeting.

PRIVILEGE OF THE FLOOR

A comment was made regarding the C-4 banding each having its own range.

NEXT MEETING:

December 7, 2007 8:00 a.m.

ADJOURN:

Motion by Commissioner Gray to adjourn meeting. 8:51 am.

Second by Comm. Parbs

Approved Unanimously

Submitted by Virginia Moths, Chairperson, Civil Service Commission