

Minutes

CIVIL SERVICE COMMISSION

February 8, 2000 7:30 a.m.

Present: Commissioners Bernie Kramer, Jerry Hudy, and Jocelyn Bubolz

Excused: Ronald Pezze, Kathy Bullermann

Also present: Employee Representative Patt Kure, Director of Human Resources Tami Potkay

The Civil Service Commission Meeting of February 8, 2000 was called to order at 7:45 a.m. by Chairperson Bernie Kramer.

Bernie Kramer reported that Kathy Bullermann has decided that she needs to resign from the Civil Service Commission. However, she will continue to serve until the Mayor appoints a replacement.

The Minutes of the November 16, 1999 Civil Service Commission were distributed. They will be listed on the next meeting's agenda for approval.

HEALTH INSURANCE UPDATE

T. Potkay explained that the City of New Berlin was able to effect the prescription drug changes to the Prime Care (new name = United Healthcare) health insurance plan. She also explained the HMO and indemnity (deductible, and co-pay for out of network) features of the health insurance plan. Additionally, United Healthcare will no longer require referrals. Finally, the City of New Berlin will no longer be supplementing the United Healthcare program for Civil Service employees.

GENERAL DISCUSSION ON NEW POSITIONS, CHANGES, ETC. FROM THE DIRECTOR OF HUMAN RESOURCES

In the beginning of 1999 a Court Clerk position was created for the City. Prior to that the Judge employed his own court clerks. The City now has one full time and two part time court clerks. The Judge is their supervisor. However, since the Judge is only in the office when presiding over Municipal Court on Wednesdays, it has become apparent that someone needs to be in charge of the daily operations of this office. T. Potkay will recommend the full time court clerk's position become "Office Coordinator/Courts" and that this position will supervise the two part time clerks. This position would now become a Civil Service Position because of the supervisory duties. A position description questionnaire has been filled out; the Decision Band committee will determine the banding; then the results will be forwarded to the Civil Service Commission. Essentially the City would be adding a new position. There would still be a full time AFSCME Court Clerk position in the budget, but the position would remain vacant in the foreseeable future.

Position Description Questionnaires will be given to the Utilities Operations Manager and the Building Maintenance Supervisor. Their responsibilities and supervisory duties have increased so their positions need to be reviewed.

NEW CIVIL SERVICE EMPLOYEES

Judy Weter is the new City Clerk and she is well qualified for the job. She comes to New Berlin from Johnson Creek where she was the Administrator/Clerk/Treasurer.

CHAPTER IV STATUS

The Common Council has already approved Chapter 4 (with two minor changes). Now Chapter 4 has to be adopted by Ordinance. Tonight the Ordinance will have its first reading. Usually an Ordinance has three readings, but the Common Council may choose to waive the second and third readings.

Motion by Chairperson Kramer to convene into Closed Session at 8:22 a.m. Seconded by Commissioner Hudy and carried unanimously.

CLOSED SESSION

The basis for the items to be discussed in Closed Session are as enumerated in Section 19.85(1)(c) of the Wisconsin State Statutes.

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion by Chairperson Kramer to convene into Open Session at 8:49 a.m. Seconded by Commissioner Hudy and carried unanimously.

OPEN SESSION

Motion by Commissioner Hudy to recommend to Council approval of the 2000 Salary Ranges developed by market analysis. Seconded by Commissioner Kramer and carried unanimously.

NEXT MEETING DATE

The next Civil Service Commission Meeting will be held at 7:30 a.m. on March 21, 2000.

Motion by Commissioner Kramer to adjourn at 8:55 a.m. Seconded by Commissioner Hudy and carried unanimously.

Jocelyn Bubolz, Secretary
Civil Service Commission