

PROCEEDINGS OF THE CITY OF NEW BERLIN  
CIVIL SERVICE COMMISSION MEETING MINUTES  
March 28, 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  
Also Present: Marilyn Gauger, Tami Pokay, Mark Blum, Mr. Ament, Mr. Hopkins and others  
Excused: Helen Uhan  
Chairperson Moths called the meeting to order at 8:00am

**APPROVAL OF MINUTES:** March 21, 2008  
Motion by Commissioner Parbs to Approve Minutes  
Second by Commissioner Kramer  
Approved Unanimously

**COMMENTS AND DISCUSSION OF RECOMMENDATION OF DECISION BAND COMMITTEE**

The Director of Human Resources reported that the DBM committee meeting scheduled for Monday, March 24<sup>th</sup>, did not have a quorum of members. The Director of Human Resources reported that several members of the committee said that they would not attend a DBM meeting if it had to be held in open session. A meeting of willing DBM members could possibly be set up for the coming week.

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

11-20: Discussion of wording of the section to determine who brings forth positions to be reclassified. Current language states the Department Head or employees bring forth the position to be reclassified by the Decision Band Committee. Mr. Blum stated an interpretation might be that if the Mayor or Director of Human Resources brought forth the request, it would not need to be reviewed by the DBM committee as would a position brought forth by the Department Head or employee. The second event may need a check and balance. If there is a desire to have every classification go through this process, the wording should be changed.

*Classification decisions are made by the action of DBM or outside resource as found acceptable by the Civil Service Commission and the Common Council.*

11-21 D: Employees may pay out of their own pocket for health insurance premiums if they retire under the Wisconsin Retirement System and have 15 or more years of service. On occasion, the Common Council has increased the window of retirement; they have increased the 50% payout to 100%.

This policy was authorized by the mayor, however there is no sign-off on the policy in the General Administrative Policies. This policy was not authorized by the Common Council.

**DISCUSSION OF ACTION ON FUTURE OF DBM METHOD**

The Director of Human Resources stated that there is hesitancy on the part of the DBM members to have a meeting in open session. Mr. Blum stated that meetings of the DBM committee would legally have to be held in open session.

Options: 1) DBM members that do not want to meet in open session could be replaced with civil service employees who would meet in open session.

2) The DBM committee could be comprised of non-Civil Service employees.

3) A consultant could be brought in to roll out a new program.

4) The DBM paperwork could be taken to an outside source to be evaluated.

5) Have a member of the Civil Service Commission attend the DBM meetings.

If the Decision Band Committee is removed from the code, it could be dissolved.

In the nearly five years that Commissioners Parbs and Gray have been on the Commission, no DBM recommendations have been brought to the Civil Service Commission. The DBM committee members said that they have met in last five years.

Ernst & Young, the company that designed the Decision Band Method, no longer supports the process; they are out of the compensation area.

There are 5 positions that need to go to the DBM committee.

Mr. Blum suggested taking DBM out of the code and the process would be: salary recommendation or classification from the Human Resources department, an informal peer-review by other civil service staff ending with a collective recommendation to the Civil Service Commission. There would be no minutes or agenda of a committee meeting.

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

The employees up for review and the members of the DBM committee would rather wait until a decision is reached about holding the meetings in open session to review their positions.

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

#### **NEXT MEETING:**

The next meeting will be dependent upon 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