

PROCEEDINGS OF THE CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
April 4, 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 and Helen Uhan
Also Present: Marilyn Gauger, Tami Pokay, Mark Blum, Mr. Ament, Mr. Hopkins and others
Chairperson Moths called the meeting to order at 8:00am

APPROVAL OF MINUTES: March 28, 2008

Motion by Commissioner Parbs to Approve Minutes

Second by Commissioner Gray

Amendments were suggested. Motion to approve minutes as amended by Commissioner Parbs, seconded by Commissioner Kramer

Approved Unanimously

CONSIDERATION OF RECOMMENDATION FROM DBM COMMITTEE

The DBM committee had a quorum and a motion was made and approved to table the discussion of the two positions until the Civil Service Commission has decided on the future of the DBM process. A time limit of two months was given for another meeting.

DISCUSSION OF ACTION ON FUTURE DBM METHOD AND POLICY

Ideas from discussion:

The process should stay in the code, new members could be appointed who would agree to meet in open session. There may be at least four more city employees who would agree to meet in open session. Katie Schulz agreed to train new members in the Decision Band Method.

The process should be held in the code. A suggestion was made to put the Civil Service Commission in on the process from the beginning, so there could be no pocket veto of reclassifications in the pipeline.

The process should stay in the code, so all employees would have a safe, non-biased place for advocacy. It should stay in the code, perhaps differently than it currently is.

The process should stay in the code, with a change in wording suggested by Mr. Blum.

The process should be kept in the code, employees should be found who would be interested in meeting in open session.

Mr. Blum explained that verbiage about the reclassification system would stay in the code, which would mention a policy. An associated policy would be adopted by the Common Council explaining the peer-review process. That policy would be created by the Common Council and only by the Council could it be changed. The final location of the policy could be in the code or in another place. Violations of the code and policy could ultimately be taken to the Common Council. Any part of the code or associated policy could be grieved by an employee under the grievance procedure.

The Commission will continue discussing the document Mr. Blum has suggested.

The most recent reclassification by Carlson Dettmann of a position cost \$350.

Outside consultants contacted said that the usual practice for most cities is to reband all positions every 10 years with no intermittent rebanding, restructuring or reclassification. A question was raised about rebanding; should all positions be rebanded by an outside consultant and not just a salary survey done relying only on job titles. Every position should be evaluated using the same methodology.

MOTION TO COUNCIL

Motion by Commissioner Moths to amend recommendation to Council adoption of changes to the Code: 11-20 is not finalized and 11-21 D is modified.

Seconded by Commissioner Gray.

Approved Unanimously.

DISCUSSION OF ADDITIONAL AMENDMENTS TO CHAPTER 11 AND MOTION TO SEND TO COMMON COUNCIL

Wording from the Health Insurance Non-Represented Retirees policy of the General Administrative Policies will be added to the section 11-21 D.

REPORT FROM THE DIRECTOR OF HUMAN RESOURCES

Property Room supervisor needs to be added to Section 11-5.

PRIVILEGE OF THE FLOOR

None

NEXT MEETING:

April 11, 2008; 8 a.m.

ADJOURN:

Motion by Commissioner Parbs to adjourn meeting. Second by Comm. Gary Gray Approved Unanimously

Submitted by Virginia Moths, Chairperson, Civil Service Commission