

**City of Decorah Personnel Committee meeting minutes  
Monday, June 11, 2018 – 7:30am**

The City of Decorah Personnel Committee met on Monday, June 11, 2018 at 7:30am.

Chair Kirk Johnson called the meeting to order and the following answered roll: Steve Luse, Randy Schissel, Johanna Bergin.

Absent: Andy Carlson, Ross Hadley, and Dan Bellrichard

Others in attendance included Mayor Lorraine Borowski, City Manager Chad Bird, and City Clerk Wanda Hemesath.

**Agenda**

1. Discussion regarding Review proposed policy regarding payout of accrued time upon retirement

*Hemesath reviewed a staff proposed policy which would prohibit the use of accrued time to extend the retirement date beyond the last day of work. It determines the last day worked will be considered the last day of employment. Bird and Hemesath explained that some employees extend retirement dates by adding accrued time-off to the of their employment, the city then must hire the replacement employee doubling payroll for that period or leave the position unfilled resulting in work shifting to remaining employees.*

*After general discussion the committee recommended the policy be sent to the full council for consideration.*

2. Review proposed changes to Supervisory and Non-union personnel pay plan  
*Bird and Hemesath reviewed a proposed change to the existing compensation plan that would reduce the HR training requirement for certain entry level supervisory pay grades and for performance evaluations. Additionally, it proposes a change for merit increase requirements for entry level, non-supervisory pay grades.*

*Bird also noted the result of the existing policy is that the city spends a great deal sending employees to training programs that do not directly coincide with their actual work tasks or supervisory requirements.*

*After general discussion the committee recommended the policy be sent to the full council for consideration.*

3. Insurance renewal

*Bird and Hemesath reviewed the health insurance renewal with the committee. It was noted the straight percent increase in premium is 8.18%. Hemesath added that with a recommended change in the policy's overall deductible and a change to the prescription drug copay, the premium increase could be reduced to 1.7%.*

*After general discussion the committee recommended staff to sign the new annual agreement as per the general policy of the council.*

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*In other business Andy Nimrod, Parks and Recreation Director shared staffing concerns in the parks and forestry department with the committee. He explained the added pressures of fighting the Ash Borer and replanting the urban canopy.*

*The committee thanked Nimrod for his information.*

*Kirk called for the meeting to adjourn.*

*There was no further discussion or action.*

There was no other business and the meeting adjourned at 8:12am.

Respectfully submitted,

