**Minutes of the Meeting of the Wage & Personnel Committee Held**

**On Tuesday, September 24, 2013**

1. Meeting called to order by Chairperson Zahn at 5:15 p.m.
2. Roll Call: Sheri Groll, Lauren Resch, Marlene Zahn, Connie Bickel, Jean Pleshek

Excused: Mayor Bostedt

Also Present: Alderperson Daul, Fire Chief Jack Mlnarik, Sara Perrizo, Administrator and as Recording Secretary and other interested parties

1. Approval of Agenda

**Moved by Resch, seconded by Groll to approve the agenda as amended. M/C**

1. Approval of Minutes from 09/11/13 meeting.

**Moved by Pleshek, seconded by Resch to approve the minutes as typed.**

**Motion carried upon verbal voice vote. 4 ayes**

1. Correspondence/Public Appearances

None.

1. Discussion/Action/Recommendation on the Following:
   1. Determination of Criteria for Evaluating Department Heads

Mlnarik handed out samples of the forms that he uses for his department reviews. When he took over as Chief, there was no evaluation process in place and, as a result, the employees didn’t really know where they stood. Although they get feedback on a daily basis, it is best to have a summary done annually. The process that Mlnarik uses begins with a self evaluation and then a performance evaluation from the supervisor. Also, for the first time this year, a 360 review was done where the employees evaluated the supervisors. This resulted in some good constructive criticism. Mlnarik feels as though the reviews are important, even though there is no monetary result.

Pleshek commented that it is also important to set main goals at the top so that everyone can get on the same page.

Groll brought in a sample of the review that they use at the State. There are goals, performance expectations and ratings. They also did a 360 review for the first time this year.

Pleshek would like to see the Council members and City Attorney also be evaluated in some form. Zahn asked how often the reviews should be done and the consensus was that annually was adequate.

Pleshek likes the example review that was attached to the agenda. She would like to see leadership added as a performance factor. Perrizo likes the area of the form Mlnarik presented that asks for comments on remarkable areas. She feels this will encourage positive feedback. Bickel thinks the ability to receive feedback could be a performance factor.

Pleshek commented that she would like to see the Council and Mayor reviewed along with the department heads. Daul said that the Council members are voted in. Resch thinks that the best option for the alderpersons would be feedback from citizens.

Zahn asked who would review the forms once they are all in. Pleshek suggested first this Committee and then the City Council. Groll suggested that the Committee could review and then give a summary to the Council.

Bickel suggested adding the question, “What can I do better at my job?” to the review forms. Pleshek would also like to see major accomplishments listed.

Discussion ensued regarding the wording of the additional items being added to the review forms. It was concluded that “receives and adapts to feedback” would be included under “Interpersonal Communication” and the qualities of leadership from the State review form would be included under “Leadership”.

Perrizo asked how the reviews would be collected. Resch suggested having each reviewer put their forms in a sealed envelope, which can then be brought to the committee to be opened. The consensus was that the Committee would review the form content at a meeting prior to the Committee of the Whole meeting on October 1.

Bickel questioned how to get the forms to the public for feedback on the elected officials. Daul feels as though the form should be simpler than the one used for the department heads. Groll agreed, suggesting three questions and then room for comments. Perrizo could review the forms and prepare a summary for the Council.

Zahn doesn’t feel as though the elected officials should be evaluated. They may not get a true picture of the public’s opinion. The people working for the City have been hired to do a job, but the alderpersons have been elected. Pleshek replied that they are still here to do a job and it would help to get feedback in a formal mechanism. Resch agreed, stating that she would like to know how she is doing as a new alderperson. Pleshek suggested a press release to let people know the forms are available. Daul suggested putting a form in the paper and having citizens drop it off at various locations in town.

The consensus of the Committee was to meet again 15 minutes prior to the Finance Committee on Tuesday, October 1.

1. **Moved by Pleshek, seconded by Groll to adjourn @ 6:03 p.m.**

**Motion carried upon verbal voice vote. 5 ayes**

Respectfully Submitted:

Sara J. Perrizo, CPA

Administrator