

**CCOC Subcommittee to Review
City Hiring Practices & Policies
Tuesday, January 29, 2008
11:00 a.m.
Room 417, City-County Building**

Members Attending: Ald. Brenda Konkel and Ald. Michael Schumacher

Staff Attending: Lisa Veldran (Council Office), Brad Wirtz (HR Director), Christie Hill (Affirmative Action Division), Lorie Olsen (HR Department), Lorrie Wendorf (MPSEA) and Chris Duerner (MPSEA)

Meeting was called to order at 11:03 a.m.

Develop subcommittee work plan to review the Hiring Practices reports submitted by City staff and MPSEA and make recommendations for changes to the Madison General Ordinances and/or the Administrative Procedure Memos to CCOC members (final recommendations to be made to the Council)

Ald. Michael Schumacher explained that the purpose of the first meeting was to draft a subcommittee work plan that would assist in identifying what recommendations from the reports require Council action or direction. The subcommittee would then draft recommendations to the CCOC for their review.

Ald. Brenda Konkel noted that the information contained in the reports was good and answered many questions that were highlighted in the resolution. She also noted that the proposed changes to hiring practices and policies were occurring at a good time with recent city staff changes.

Ald. Michael Schumacher stated that strategic direction is still needed in implementing the recommendations. He noted that he was still receiving emails from Water Utility employees. Ald. Brenda Konkel concurred that she too was receiving city employee emails/calls primarily on specific hires. She would like the City to restore people's comfort zone in trusting the city's hiring process and practices.

Christie Hill noted that Lucia Nunez was unable to attend the meeting but wanted Ms. Hill to communicate to the subcommittee members that this was a great opportunity to work closely with Human Resources on creating the report and that it was beneficial for both departments.

Lorie Wendorf asked for clarification on the role of the Personnel Board in the recommendations.

Ald. Brenda Konkel noted that many city committees do not understand what their role and function are and in the third case they take on additional responsibilities. She was concerned that the Personnel Committee does not really review hiring policies or practices.

Ald. Michael Schumacher believed that appointments to the Personnel Board should at least contain a requirement that the appointees have a human resource background. Brad Wirtz noted that the two most recent appointments do have a human resource background. Ald. Michael Schumacher thought that the CCOC Subcommittee on Committee Creation and Committee Rules might want to include the issue of qualifications in a future discussion on the composition of specialized committees. (He asked Council staff to forward that recommendation to the subcommittee.)

Ald. Brenda Konkel said she understood from the work plan that there were going to be to MGO Chapter 3.53 and wanted to know if those changes were going to happen. She was unclear as to where Human Resources was in the process.

Brad Wirtz stated that the ordinance changes were already part of the Human Resources original work plan and that they have had two meetings so far. He believed that the Mayor would sponsor any ordinance changes. Ald. Konkel wanted to avoid having both the subcommittee and the Mayor working on the same changes. Brad Wirtz will keep alders updated on the progress of the ordinance changes. Lisa Veldran noted that any ordinance changes to 3.53 could also be referred to CCOC so alders were aware of any changes to MGO 3.53 as they were introduced to Council.

Ald. Michael Schumacher recommended creating a matrix with the following headings and then creates an inventory of what efforts are currently underway/what issues require follow-up:

- Training
- Policies/Procedures
- Human Resources Department
- Common Council
- Unions/Associations

Christie Hill questioned what the role of the subcommittee was in reviewing the reports. Ald. Brenda Konkel stated that she saw the role of the subcommittee as one developing recommendations to CCOC for any changes to hiring policies or ordinances. She noted that one recommendation of the subcommittee may be that CCOC receive a follow-up report 6 months to one year from now the on the progress of the recommendations contained in the report. Ald. Michael Schumacher noted for example, collective bargaining: the Council may want to know if the collective bargaining is working right now for the City.

(The matrix is attached following these minutes)

Next Meeting(s)

Tuesday, February 12, 2008
1:30 p.m.
Room 417, CCB

Friday, February 28, 2008
10:00 a.m.
Room 417, CCB

Wednesday, March 12, 2008
2:00 p.m.
Room 417, CCB

Adjournment

Meeting ended at 12:26 p.m.

Recording Secretary: Lisa Veldran, Administrative Assistant to Council

Issue	Training	Policies/Procedures	Human Resources Department	Common Council	Union/Association
Job Description/Other Qualifications language – needs to be in “plain language”		X	X		
Human Resources process needs to be available on-line (electronically) and customer-friendly	X	X	X		
Different compensation groups need to be considered with an emphasis on Compensation Groups 18 & 44 (Example: Compensation Group 17)		X	X		X
Role of Personnel Board			X	X	X
Career Advancement		X	X		X
Supervisory Training a. Hiring and interview panels – need to diversify/not have all from one department	X	X	X		
Strategic oversight over classification system a. Currently piecemeal/unique positions created b. Understanding the process of classification		X	X		
Employee evaluations a. Merit increases			X	X	X
Council's role in union contracts/managerial contracts a. Level of Council input/involvement b. Financial impacts			X	X	X
Recruitment process a. B. Wirtz noted that with the hire of externals managers often bring new recruitment ideas	X	X	X		
Mayoral HR Preferences a. Political transitions between administrations pull HR Department into new directions e.g. differences: train internally (one mayor) vs. hire externally (another mayor)				X	
Performance expectations			X		X
Interim managerial appointments/double-filling/timing of appointments			X	X	X
Role in evaluation of Compensation Group 21 employees			X	X	X
Residency rules			X	X	X
Affirmative Action					
Financial resource problems a. Budget cuts to training and organizational development			X	X	
Level of Council input/involvement in terms of financial impact			X	X	