

**April 23, 2008**  
**CCOC Subcommittee to Review**  
**City Hiring Practices & Policies**  
**2:30 p.m.**  
**Room 417, City-County Building**

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

Staff Attending: Lisa Veldran (Council Office, Sylvia Moss (Human Resources Department), Larry Studesville (Department of Civil Rights Interim Director) Kelli Lamberty (MPSEA), Lorie Olsen (Human Resources Department), Judy Hughes (Human Resources Department) and Brad Wirtz (Human Resources Director)

Others Attending: Darlene Kambiwa (UW Student)

The meeting was called to order at 2:06 p.m.

**Approval of March 27, 2008 minutes**

Minutes were approved.

**Public Comment**

There was no public comment.

**Continued discussion and review of the Hiring Practices reports submitted by City staff and MPSEA and developing 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. Brenda Konkel requested that the materials for the meeting be attached to the agenda PDF copy in the future.

Lisa Veldran noted that she had forwarded a copy of Legislative File No. 01550 – Substitute Ordinance to streamline the process for aldermanic participation in the evaluation of City managers and the agency feedback form that had been developed in 2000.

Ald. Michael Schumacher noted that at the last meeting the subcommittee reviewed things that the Human Resources Department's work plan but now he wanted to focus on a couple of other issues. He had issues with how the Common Council was notified about the appointment of the City Treasurer position (D. Gawenda). The media knew about the appointment before the Council members did. He thought it was an issue that should either be addressed as a function of Council Leadership or a process is developed to notify alders in a timely manner.

Ald. Brenda Konkel asked where this issue would be located in the matrix. Ald. Michael Schumacher believed there were two options to address the information gap:

1. Each individual alder is responsible for his or her own interest – if they alder is interested they will make their own phone calls to find out.
2. Set up some kind of procedure where the Comp Group 21 or comparable positions are in the hiring process. Possibly a standing report at CCOC.

**RECOMMENDATION: Develop a system/process to alert Common Council members when a position has been filled before the media/public is alerted.**

Brad Wirtz explained the process of hiring Comp Group 21 positions. Once HR is down to 5 candidates then the names can be released. Prior to that during the process they can release where it is at, number of applicants, if interviews have been set up. The one thing they couldn't release were the names of the candidates. Judy Hughes believed that the number 5 was by State Statute. Comp Group 18 falls under the confidentiality laws because they are in an entirely category (although Lorrie Olsen noted that if the person did not request confidentiality the name could be released).

Ald. Brenda Konkel if the Council were going to have a monthly update from Human Resources she would like to see the vacancies on all positions, what's been advertised – so that alders knew where positions were in the process (e.g. Warren Kenney's former position). Judy Hughes noted that HR would not know all the positions that were vacant (e.g. Warren Kenney's former position) but that the Comptroller's office could provide that information. Some departments do not put in a request to fill a position in order to generate salary savings. Brad Wirtz will investigate whether a report can be generated for vacant Comp Group 21, Comp Group 18 and comparable Police and Fire positions. Brad was looking forward to the new software being able to provide this information more readily for him and others.

**RECOMMENDATION: Human Resources develop a monthly report on all vacancies and their status, including if they are advertised and when the position became vacant. The monthly report would go to CCOC.**

Ald. Michael Schumacher questioned whether alders should provide input into position descriptions and if so how should they do that. Ald. Brenda Konkel noted that alders had an opportunity in the Planning & Development reorganization. Ald. Konkel thought it would be useful to see the job announcements (and also required by ordinance?).

**ACTION ITEM: Judy Hughes will add ALL ALDERS to the job announcement email alerts. Council office can stop posting hard copy of job vacancies.**

**14. Role in evaluation of Compensation Group 21 employees (city managers)** Ald. Michael Schumacher asked about the evaluation forms. Lisa Veldran noted that the evaluation form subcommittee members had in their packets had been used previously but were no longer used with the adoption of the amended ordinance language 3.36(3). It was noted that this was separate from the notification of Comp Group 21 contract renewal. Ald. Brenda Konkel thought that the old form could be used (update technology items) as a start. Ald. Michael Schumacher asked how this would be done. Ald. Brenda Konkel stated Council staff could send the form out at specified time each year. Ald. Michael Schumacher questioned how confidential the evaluations would be. Lisa Veldran noted that the ordinance states: MGO 3.38(3)(b): "Any comments or information provided by the alders shall be on a confidential basis and pursuant to Sec. 19.36(10) Wis. Stats., shall not be made available to the public." (Note this section was renumbered to 3.54 (3))

Ald. Michael Schumacher asked besides the Mayor who else would use these evaluations. Brad Wirtz stated that the Mayor would be the only using the evaluations alders submitted.

**RECOMMENDATIONS:**

- 1. Use form developed in 2000 (and update where needed). Brad Wirtz suggested an online form and then data collection could occur (vs. 20 pieces of paper). Council staff will work with IT staff to develop this online form. Encourage Mayor to use data/comments in evaluation of managers.**

- Ald. Brenda Konkel & Ald. Michael Schumacher will draft a letter for Council Leadership to the Mayor that the Common Council members will fill out the form annually with the anticipation that the Mayor will analyze and utilize the information that could improve performance, particularly relationships with managers and the Council. Ald. Brenda Konkel suggested that evaluations be done annually every January or February.**

Ald. Brenda Konkel asked the subcommittee to discuss when alders are notified when Comp Group 21 contracts are up for renewal. Brad Wirtz noted that alders receive notification 60 days prior to the renewal date for a managerial employee contract. (The HR Director is to notify all alders of such renewal date and the expiration date of the managerial employee's contract and notify the alders if they wish to provide comments to the Mayor regarding the managerial employee, they should do so promptly - 3.54(6)(c)(3)c.) Managers are notified 90 days prior to the expiration of their contracts if they are being renewed or not.

**RECOMMENDATION: When alders are notified of a managerial contract renewal the HR Director also notes how long that employee has been in that position.**

**ACTION ITEM: Council staff to find resolution that changed new managerial probationary periods from 1 year to 2 years (2004 or 2005).**

Ald. Michael Schumacher asked staff in attendance if there were any other concerns about position vacancies that could be addressed by alder intervention.

Lorrie Olsen stated some departments purposely budget vacant positions in order to benefit from salary savings, while other departments need to keep positions vacant because of budget cuts.

**ACTION ITEM: Human Resources to develop a report on the number of reclassified positions.**

Ald. Brenda Konkel also noted that alders do not always have access to information they need to make decisions on Comp Group 21 contracts on whether the manager is doing a good job or a bad job. Ald. Michael Schumacher believed that getting more information, making alders more aware and letting the Mayor know that the Council is paying more attention may trigger a change over time.

Lorrie Olsen noted the Council had cut advertising costs cut across the board and that has hurt Human Resources because advertising is one of the primary costs in their department (as it relates to recruitment). Ald. Brenda Konkel noted that this is a case of the Council not being informed.

**Issue 3. Role of Personnel Board** – Brad Wirtz noted that two new members were recently appointed and he was in the process of educating Personnel Board members on the city's classification system. In addition Personnel Board members have also requested to have an overview of the City's Personnel Rules. They are in the process of identifying those educational components (e.g. ordinance requirements). Michael Schumacher asked if there was value in bringing to the Personnel Board and Council together for a joint meeting. Brad thought it might be too technical for alders. Ald. Brenda Konkel suggested that alders be invited when policy issues are on a Personnel Board agenda, alders could be invited and notice it as a possible quorum (possibly the June 4, 2008 Personnel Board meeting?)

**Issue 10. Council's role in union contracts/managerial contracts – a. Level of Council input/involvement and b. Financial impacts** – Ald. Brenda Konkel noted that the contracts are already negotiated by the time the Council sees them and are usually accompanied by four lines on changes from the previous year (salary changes, benefits went up, etc.). Ald. Michael Schumacher asked if this worked for the Council. Ald. Brenda Konkel thought it would be helpful to have more background on the contracts themselves. Brad Wirtz noted that the contracts are all on a 2-year cycle.

Ald. Brenda Konkel thought it would be helpful for Labor Relations to provide an update on contract negotiations during a closed session of the Board of Estimates midway through the process (if possible). Alders would then be more aware of possible changes, not feel shut out of the process and in essence be better informed by the time they vote on the contracts. Brad Wirtz stated that there were many contracts and alders might not be interested in all labor contracts. Ald. Michael Schumacher thought that alders would be most interested in the contracts that shape the budget.

**RECOMMENDATION – Prior to the first bargaining sessions, initial proposals and final actions on Local 60, Local 236, Local 311, MPPOA labor agreements alders will be specifically invited to closed sessions of the Board of Estimates.**

**Issue 3. Role of Personnel Board (continued)** – Ald. Michael Schumacher wanted to know if the Council could assist Personnel Board. Ald. Brenda Konkel thought Personnel Board is now thinking about their role and maybe the information CCOC members receive should also go to the Personnel Board. Ald. Michael Schumacher thought membership to the Personnel Board should require certain criteria. Ald. Brenda Konkel thought that there were already criteria stated in the ordinances. Brad Wirtz noted that he is happy with the current membership.

*(MGO 3.53 (3)(a) reads: (a) A Board of Personnel is hereby established which shall consist of five (5) members to be appointed by the Mayor, subject to confirmation by a majority of the members of the Council. No person shall be appointed to said Board who holds any office or employment in the City government. The members of said Board shall be qualified electors of said City and shall serve without compensation. The members of said Board shall be individuals who are in sympathy with the merit system; and at least one (1) of such members shall be a representative of organized labor.)*

**ACTION ITEM: HR to research additional criteria for membership to the Personnel Board be investigated and be presented for review and discussion by the Personnel Board.**

Ald. Brenda Konkel thought there should be clearer roles between the Common Council, Mayor and Personnel Board. She noted that the Personnel Board was left out of the discussion on the recent reorganizations. Brad Wirtz stated that the Personnel Board would discuss reclassification of positions affected by reorganization versus commenting on the broader policy issues (not a management/consultant group). Ald. Brenda Konkel noted that the DCR and Planning & Development reorganizations and the reorganization of the Parking Utility Director didn't go to the Personnel Board but by the Board of Estimates where it does not always receive a proper vetting. Ald. Michael Schumacher asked who does the analysis of reorganizations. Ald. Brenda Konkel noted that the mayor's assistants do the needed analysis (Janet Piraino). Brad Wirtz noted that Human Resources Department (himself, Karl van Lith) is very involved in the process and that Janet is not just sitting in her office reorganization departments.

**ACTION ITEM: Add #18 – Reorganizations.**

**ACTION ITEM: List of recommendations for the subcommittee to review and provide an interim report to CCOC.**

**Next Meeting**

No next meeting date was set.

**Adjournment**

The meeting adjourned at 3:37 p.m.

Minutes prepared by Lisa Veldran, Administrative Assistant