

**CCOC Subcommittee to Review  
City Hiring Practices & Policies  
Thursday, February 28, 2008  
10:00 a.m.  
Room 417, City-County Building**

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

Staff Attending: Lisa Veldran (Council Office), Janet Piraino (Mayoral Chief of Staff), Larry Studesville (Acting DCR Director), Christie Hill (Affirmative Action Division), Lorrie Wendorf (MPSEA) and Kelly Lamberty (MPSEA)

Meeting was called to order at 10:09 a.m.

**Approval of January 29, 2008 minutes**  
Minutes were approved

**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)**

The subcommittee members continued discussion on the matrix that was developed from the January 29, 2008 meeting.

The following were changes made to the matrix:

Add columns "Personnel Board" and "Mayor"

"Job Description"

- o Add to Council column
- o Council may approve any changes to policies

"Human Resources process"

- o Ald. Brenda Konkel believed that this was a high priority.
- o Add to Council column - there may be some budget implications

Clarified the issue of compensation groups: similar jobs should be consistent across all Compensation Groups and Ranges.

"Role of Personnel Board"

- o Add to Personnel Board column

"Career Advancement"

- o Add to Mayor column
- o The subcommittee saw the need for career ladders/succession. Ald. Schumacher would like to see individual development plans.

"Job Description", "Strategic Oversight" and "Compensation Groups"

- o List under one heading
- o Add to Personnel Board column
- o Place Affirmative Action on this issue.

"Mayoral HR Preferences"

- o Ald. Michael Schumacher thought it would be helpful to provide a new mayor with transition materials. Transition also affects employee morale.

“Employee Evaluations” tie in with “Performance Expectations”.

“Interim Appointments”

- Ald. Michael Schumacher did not want to tie the Mayor's hand but that there could be an expectation of values.

“Recruitment”

- Place Affirmative Action under this issue also.

Ald. Michael Schumacher asked the guests in attendance if they thought that the subcommittee had captured everything.

Lori Wendorf noted that the City's report did not find any instances of inconsistencies. MPSEA found two: hiring of the Facilities & Sustainability Manager position and the filling of the Interim Community Services position and wanted to know if the subcommittee was going to address these instances.

Subcommittee members noted that this was a practice problem and not so much a policy problem. Subcommittee members believed that many of these issues would be addressed through policy changes. Ald. Schumacher noted that now a dialog needs to occur and that through the report process these problems were acknowledged. By making the recommended changes for the future all employees will benefit. He did not want to focus on the past issues or that is where we will continue to be stuck.

Lori Wendorf and Kelly Lamberty both stated that they appreciated the acknowledgement and felt better knowing that actual concrete steps were now being taken to address their concerns.

Christie Hill noted that the collaboration between Department of Civil Rights and HR created a good synergy that both departments look forward to continuing.

The subcommittee noted that there were three pieces to their report:

1. Identify those issues in the matrix and request a report/update by Human Resources in 6 months on the issues.
2. Subcommittee will identify and make recommendations on the top three or four Council issues in the matrix and forward those recommendations to CCOC for feedback.
3. Forward final recommendations to CCOC, Personnel Board and Common Council.

Ald. Michael Schumacher and Council staff will rework the matrix. Ald. Brenda Konkel requested that Human Resource specific issues be taken off the matrix. Those issues would then be forwarded to Human Resources with a request to report back on their progress.

It was requested that Council staff:

- Find out what the Council can or cannot do in terms of merit increases.
- Find out if other cities use a merit pay system.
- Invite Mike Deiters, Labor Relations Manager to the next meeting to discuss the Council's role in union/managerial contracts.
- Locate MGO on double-filling positions
- Request Personnel Board notices a possible quorum of the subcommittee.

### **Next Meeting Dates**

Wednesday, March 12, 2008 at 2:00 p.m.

Thursday, March 27, 2008 at 2:30 p.m.

### **Adjournment**

The meeting ended at 11:23 a.m.