

City of Sheboygan
2019-10-07

BGKNHV60127A

CITY OF SHEBOYGAN

SPECIAL FINANCE AND PERSONNEL COMMITTEE

MONDAY, OCTOBER 7, 2019

Chair Donohue called the meeting to order at 5: 15 p.m. The Pledge of Allegiance followed.

COMMITTEE MEMBERS PRESENT: Chair Mary Lynne Donohue, Alderpersons Trey Mitchell,

Markus Savaglio, and Todd Wolf

COMMITTEE MEMBERS EXCUSED: Vice Chair Jim Bohren

STAFF / OFFICIALS PRESENT: Alderperson Barb Felde, Mayor Mike Vandersteen, City Attorney Charles Adams, City Administrator Darrell Hofland, Director of Finance/Treasurer Marty Halverson, Director of Human Resources and Labor Relations Sandy Rohrick, Mead Library Business Manager Debbie DeAmico, Assistant to the City Administrator Carrie Arenz, Auditor/Analyst Laurie Suhrke, Benefits Analyst/Administrator, Jenny Lawrence,

and Payroll Administrator Sandy Halvorsen.

PUBLIC PRESENT: CLA Representative Joan Schulz

ITEMS FOR DISCUSSION ONLY

2.1 Addition of the position of Deputy Finance Director to the City s Table of Organization at a pay grade S .

Director of Finance/Treasurer Marty Halverson provided a historical explanation of the position that was eliminated two years ago, reporting to the then Finance Director/Treasurer, Nancy Buss. If the position is approved as an addition to the Table of Organization, the Senior Accountant would be offered the position. If not accepted, immediate advertisement for the new position would be made.

Director of Human Resources and Labor Relations Sandy Rohrick provided the Job Purpose for the proposed Deputy Finance Director, this document contained the

draft of the current and future organizational chart, as well as the different salary ranges for the positions in pay grade K versus S. Referring to the control point for each position, the difference is \$16,931.

Aldersperson Markus Savaglio arrived at 5: 37 p.m.

CLA Representative Joan Schulz stated their organization supports the duties identified in the Job Purpose. While it will be several weeks before CLA s report will be ready, it was evident in the study additional efforts need to focus on policies and procedures within the department, as well as co-ordinate office assignments, rather than the Finance Director being the sole employee within the department to assign work.

City Administrator Darrell Hofland discussed the reconfiguration of the department. When the position was previously unfunded, there was a loss in the lack of delegation of duties, as well as the realization of the loss of a great deal of institutional knowledge when the Finance Director retired. In addition, the position is critical for the audit preparation. Offering the position to the current Senior Accountant will provide the best option in working on identified critical action items.

Aldersperson Todd Wolf supports this movement and recalls this discussion when the position was removed several years ago. The city s ability to move quickly is a sign of our willingness to move forward. Administrator Hofland advised the group of the legal reasoning for not issuing a direct referral (simply that the 72 hour window was not met).

Aldersperson Mary Lynne Donohue asked Director Halverson what he hoped for as the outcome. Director stated the first priority is to be prepared for the audit. For that, extending an offer to the current Senior Accountant would be the best alternative. She is most prepared for the audit and working towards efficiencies within the department. The incumbent is also instrumental in addressing the lack of policies and procedures within the department.

Aldersperson Barb Felde spoke against this action. She stated that she needs to speak for her constituents, as not enough time was given for proper consideration. In addition, there are problems and stress within the department. Issuing a current employee a larger salary does not address the stress within the department. She asked Director Halverson about the tenure of the current staff which varied from 40 years to two months. Aldersperson Felde asked if this position would be posted as Deputy Finance Director. Director Rohrick confirmed it was not posted as such. Director Rohrick also confirmed that the Senior Accountant position previously existed within the department and was re-introduced to the Table of Organization about six months ago.

Aldersperson Donohue stated that while she would not normally support this request simply to keep an employee who gave notice, she noted the urgency of filling the needs of the department regardless of whether or not the employee remains. While there would be an increase in salary expense, the long-term cost of not filling the position could be much greater than a salary adjustment.

ADJOURN

Motion by Alderperson Wolf, seconded by Alderperson Mitchel to adjourn at 5: 48 p.m. Motion carried.