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Mr. Stanczak indicated that draft Rules & Regulations as submitted include some "housekeeping" changes for review and consideration by the Commission. It was recommended that the Rules and Regulations be reviewed to ensure that they reflect the current hiring practice. The Commission may want to consider making recommendations to streamline the process, but should keep in mind that it is undetermined whether changes to the Rules and Regulations would need to be brought before Common Council for approval. Also, the document might benefit from being more reader friendly.

The Commission was told that the Human Resource Department spends about 95% its time **and resources** providing internal direction and guidance to departments and their employees.

Commissioner Rice recommended that the descriptions are spelled out.

Commissioner Pitts noted that a re-write allowing the Human Resources Director flexibility but with the Commissions oversight would be beneficial. He questioned if a re-write were decided upon, who will do it and that sometimes less words are better. He mentioned the need for a glossary of terminology used within the document. He further asked how the process has served the committee for the past five (5) years.

Commissioner DeGrace expressed a desire to look at other cities that are governed by a Civil Service Commission. This would allow us to utilize other their interpretations. He indicated that rules and regulations should be implied but not explicit in nature. He noted when reviewing the current rules & regulations that a person with an appeal issue should follow up by first meeting with their direct Supervisor/Manager, then to Human Resources, followed by Administration and then onto the Commission.

Commissioner Morelli spoke indicating that the process is not broken. Hearings that have been presented to the Commission in the past have gone both for and against the individual/group. And although both sides do not agree with the results, it has worked. He reiterated that the Commission is the over-site body to review and correct issues one way or the other. Again, it is working right now and if the Human Resources Director has a poor comfort level he/she can contact the commission. He further indicated that the procedures have been sound and that we should continue using them.

Commissioner Guttormsen indicated that Mr. Stanczak should give the Commission input as to the alternatives he sees as appropriate and will be available to answer questions for the Commission.

Steve Stanczak indicated that he would collect information from other communities that are governed by a Civil Service Commission to provide to the Commissioners. He also indicated that he will submit proposal of general language clean-up on a section-by-section basis.

After discussion, a motion was made by Commissioner Pitts to have Commissioner Guttormsen make changes to the Commissions By-laws as needed, to specify the functions of the organization, and who has what authority. Seconded by Commissioner DeGrace. Motion carried unanimously.

Item #3: Other Business

Election of Officers

Commissioner Pitts nominated Commissioner Guttormsen to continue the position of chairman for the committee. Seconded by Commissioner Morelli. Motion carried unanimously.

Commissioner Guttormsen nominated Commissioner Morelli for the position of Vice-Chairman. The nomination was seconded by Commissioner Rice. Motion carried unanimously.

Ms. Paula Blise, Zoning Coordinator for the City of Kenosha, was present at the meeting and introduced herself to the Commission. She indicated that she had submitted a request to the Human Resources Department on February 23, 2009 regarding the appeal process, as there is no policy or procedures to follow. She also indicated that she hopes that her appeal will be on the Commissions next agenda.

The Commissions next meeting was scheduled for Tuesday, April 28, 2009 at 3:30 PM.

Commissioner Guttormsen requested that the Commission go into Executive Session at 4:45 PM. Motion was seconded by Commissioner Pitts. Motion carried unanimously.

Motion was made by Commissioner Rice to reconvene into open session at 5:05PM. Seconded by Commissioner Pitts. Motion carried unanimously.

A motion was made by Commissioner to adjourn the meeting at 5:06PM. Seconded by Commissioner DeGrace. Motion carried unanimously.

Respectfully submitted,

Neil Guttormsen, Chairperson



CIVIL SERVICE COMMISSION

Meeting Minutes
Tuesday, April 28, 2009
Room 301 - 3:30PM

Present: Neil Guttormsen, Chairman
Thomas Morelli, Vice Chairman
Jack Rice
Patrick DeGrace (via phone)

Also in Attendance: Darlene Drake, Human Resource Asst.
Steve Stanczak, Human Resource Director
Frank Pacetti, City Administrator
Tim Thompkins, EEO Coordinator
Ed Antaramian, Acting City Attorney

Commissioner Mike Pitts, Jr was absent, but excused and Commissioner Patrick DeGrace participated via phone conference.

Item #1: Call to order

The meeting of the Civil Service Commission was called to order by Commission Chairman Neil Guttormsen on Tuesday, April 28, 2009 at 3:40PM.

Item #2: Approval of the Minutes of the meeting of March 3, 2009

A motion was made by Commissioner Rice to approve the minutes of the March 3, 2009 meeting. Seconded by Commissioner Morelli. Motion carried unanimously.

Item #3: Citizen's comments

None

Item #4: Review and discussion of comparison of other communities Civil Service Rules

Mr. Stanczak spoke regarding survey research conducted by the Human Resources Department on selection and recruitment methods of various State of Wisconsin municipalities. After providing the Commissioners with an internal memo regarding this survey, he summarized the findings by noting that the City's selection and recruitment methods exceed that of the surveyed group. Furthermore, there only exist a small number of communities who operate under a civil service form of recruitment and selection. The City's use of external interview panels is unique to most municipalities in that it uses an external interview panel for nearly all of its position recruitments. Said panel comprises technical experts from a particular field of work and from different organizations, most of which are public sector. Other communities make their selections internally.

Tim Thompkins, EEO Coordinator, reiterated Mr. Stanczak's overview of his research regarding other communities using an internal hiring process. He further stated that the City of Kenosha has a very open hiring process.

Mr. Stanczak also stated that this was being provided for informational purposes at the request of the Civil Service Commission. This was for information only and not an action item.

Commissioner Morelli indicated that from what was stated that the City of Kenosha is a pace setter in their hiring practices. Commissioner Guttormsen also indicated that it appears that the City of Kenosha is a leader, not a follower, in this area.

Item #5: Review and discussion regarding Civil Service Commission Charter Ordinance

Commissioners were provided a copy of the Charter Ordinance dated October 5, 1981.

Steve Stanczak told the Commissioners that their roles are defined by the Charter Ordinance. He further suggested that this item be deferred until the next Civil Service Commission meeting. The Commission agreed to defer this item until next month.

Item #6: Review and discussion regarding Civil Service Rules and Regulations

Mr. Stanczak noted that the Commission had previously asked him to review the selection and recruitment process as spelled out in the present rules and regulations and to ensure adherence with those rules. It was confirmed that the HR Department follows these rules. Mr. Stanczak also noted that if he felt it necessary to bring forward a recommendation to modify these rules, that it would require a formal recommendation to the Common Council.

Commissioner Guttormsen indicated that he would like to see the Rules and Regulations more simplistic. He is willing to review the By-Laws of the Commission but prefers not to do this alone. Mr. Stanczak indicated that he would assist the Commission as needed. Commissioner Guttormsen stated that the Commission needs a better and more readable set of by-laws versus the Charter Ordinance which is somewhat archaic. Commissioner Guttormsen indicated that he will forward his version of by-laws to the other Commissioners but wants other Commissioners input regarding changes.

As for the remaining rules and regulations, Mr. Stanczak offered a suggestion that, perhaps as a benefit to the newly assigned commissioners, a standing agenda item would be to review each section of the current rules and regulations, and to provide an overview of how each section is interpreted and administered.

Item #7: Other Business

Commissioner Guttormsen requested that the Commission go into Executive Session at 3:55 PM. Motion was seconded by Commissioner Rice. Motion carried unanimously.

Motion was made by Commissioner Rice to reconvene into open session at 4:10PM. Seconded by Commissioner Guttormsen. Motion carried unanimously.

Next meeting date was scheduled for Tuesday, June 9, 2009 at 4:00 PM in Room 301

A motion was made by Commissioner Morelli to adjourn the meeting at 4:13PM. Seconded by Commissioner Rice. Motion carried unanimously.

Respectfully submitted,


Neil Guttormsen, Chairperson



CIVIL SERVICE COMMISSION

Meeting Minutes
Tuesday, June 9, 2009
Room 301 - 4:00PM

Present: Neil Guttormsen, Chairman
Thomas Morelli, Vice Chairman
Mike Pitts, Jr.
Patrick DeGrace

Also in Attendance: Darlene Drake, Human Resource Asst.
Steve Stanczak, Human Resource Director
Mayor Kieth Bosman
Alderman Misner
Fire Chief John Thomsen
Matt Olson, Kenosha News

Commissioner Jack Rice was absent, but excused.

Item #1: Call to order

The meeting of the Civil Service Commission was called to order by Commission Chairman Neil Guttormsen on Tuesday, June 9, 2009 at 4:10 PM.

Item #2: Approval of the Minutes of the meeting of April 28, 2009

A motion was made by Commissioner Pitts to approve the minutes of the April 28, 2009 meeting. Seconded by Commissioner DeGrace. Motion carried unanimously.

Item #3: Election of Officers

Item skipped as elections were held previously.

Item #4: Citizen's Comments

None

Item #5 Review of proposed Charter Ordinance #37 to create Article IV, Section 1, Subsection D, of the Civil Service System Ordinance for the City of Kenosha, Wisconsin to require approval of the Common Council for satisfactory completion of probation for certain city officials.

Steve Stanczak spoke indicating that the ordinance change was sponsored by Alderman Misner. The ordinance has had its first reading and the second reading is scheduled for June 15, 2009.

Mr. Stanczak indicated that the impact of the ordinance suggests that the Council would have direct input into the probationary period of department heads. The Common Council currently approves the initial appointment of department heads brought forth by the Mayor. Newly appointed department heads have a one (1) year probationary period. The proposed ordinance provides the Common Council with the ability to not approve the permanent appointment and/or to extend the probationary period. The proposed ordinance has pitfalls in that the new department head may rightfully question who they report to and when.

Mr. Stanczak answered questions as to the City's current hiring practices, wherein applicants are screened by an outside panel and the top five (5) are certified to the Mayor and interviewed as appropriate which is followed with an offer of employment subject to Council approval.

Commissioner Morelli questioned if alderman usually request information from the Mayor or City Administrator regarding the department heads. It was his opinion that this ordinance undermines the hiring process in place.

Commissioner Pitts, a former council member, indicated that in the past should an alderman have concerns over the performance of a department head, they would make known their concerns with the Mayor and city administrator – not bring an issue forth before the Council. He further stated that alderman are not involved with the day to day operations of the City and do not typically have day to day contact with employees or performance issues. There is a chain of command process to give and receive feedback. There well could be an instance in which an employee could be very responsive to alderman but not perform well on day-to-day tasks assigned by administration.

Commissioner Guttormsen questioned if the council wants a 2nd look at the candidate who was originally appointed to the position. Effectively, this is the council's second kick at the cat and could allow for the appointment to not go through. He also advised that should the ordinance move forward, Ald. Misner may wish to consider changing the term "officer" as used in the ordinance and instead reference "department head and/or city administrator" for clarity purposes. Commissioner Guttormsen also noted that if the City elected a maverick mayor, it could be a problem down the way and council should look at what could happen in the future.

Alderman Misner was in attendance and spoke regarding the proposed ordinance. He felt that the City could have advertised its vacancies more widely and more nationally. Respecting the proposed ordinance, it comes down to whether the individual can do his/her job effectively. The Council is looking at potential future issues to protect the City. This proposal does not allow for bias and gives the common council the opportunity to provide a check and balance to the department head's probationary period, if necessary. The employee would have to be an absolute screw-up to loose their job. He further reiterated that a government employee must 1) do their job well and 2) deal with politicians. Ald. Misner further indicated that he is on five (5) committees and he talks to department heads on a daily basis. Thus, he felt that he was in a good position to interact with department heads and have a feel for their performance. This ordinance would require two-thirds majority to get rid of an employee. It would very rarely, if ever be used, and too much is being read into the ordinance. This ordinance protects the community and is a safety net to protect constituents if the need does arise. He went on to site an example. Alderman Misner advised that his constituents depend on him to have their concerns heard. He also indicated that if a department head is not responsive to his interests the department head is accountable to the mayor and common council. The department head also needs to do a good job and serve the interests of the common council for their constituents.

Commissioner DeGrace reiterated that it appears that the common council wants the right to approve the employee after their probationary period. He further stated that a good manager should not need a seventeen (17) person council to oversee this process. It is the responsibility of the manager to get feedback from people and the council has little to no knowledge of the employee. There is enough City business going on of serious consequence that needs to be addressed and if this is not something that is being used or will be rarely used why push this proposal forward. Let the manager exercise their authority. He asked why we need more bureaucracy when there are more important items than this, and what is the Council trying to accomplish with this ordinance.

Mayor Bosman spoke regarding the ordinance. He indicated that the common council sees very little of what goes on with the department heads. He has seen department heads that are good with the alderman but lousy with budget, employees and interaction with other department heads. The Mayor works with common council and the Mayor will hear problems. He further indicated that he and the city administrator hear about the quality of anyone who works here and it is not necessary to have this legislation..

Mr. Stanczak indicated that these minutes will be forwarded to council members for their information.

Item #6: Review and discussion regarding Civil Service Rules and Regulations

A motion was made by Commissioner Pitts to defer this item until the next meeting. Seconded by Commissioner Guttormsen. Motion carried unanimously.


Item #7: Other Business

None

A motion was made by Commissioner Pitts to adjourn the meeting at 5:20PM. Seconded by Commissioner DeGrace. Motion carried unanimously.

Next meeting date was scheduled for Tuesday, June 30, 2009 at 3:30 PM in Room 301

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Neil Guttormsen", written in a cursive style. The signature is positioned above a horizontal line.

Neil Guttormsen, Chairperson