



City of Verona

Personnel Committee
City Hall – 111 Lincoln Street
Verona, WI 53593-1520

MINUTES
PERSONNEL COMMITTEE
July 5, 2018
VERONA CITY HALL

1. The meeting was called to order by Sarah Gaskell at 6:01 p.m.
2. Roll Call: Alders Sarah Gaskell, Heather Reekie, and Charlotte Jerney were present. Also present: City Administrator, Jeff Mikorski and Mary Hanson Director of the Senior Center.
3. Approval of minutes from the June 11, 2018 Personnel Committee meeting. Motion by Reekie, seconded by Jerney to approve the minutes. Motion carried 3-0.
4. Discussion and Possible Action re: Amendment to Ordinance No. 18-916 creating a new Title 11, Chapter 7 titled Accommodation and Employment in the Code of Ordinances, relating to penalty amount.
The original ordinance was approved by Council at the June 11, 2018 Council Meeting, which would allow the City to promote nondiscrimination and endeavor to eliminate discrimination that may occur within employment and accommodations within the City of Verona. With regard to employment it shall be unlawful for any employer or labor organization to engage in any of the following acts, wholly or partially for a discriminatory reason: Hiring, discharge, compensation, terms, conditions, privileges of employment, limit, segregate, classify an employee in order to deprive, fail or refuse to refer for employment, give negative information to potential employer or individual in a manner that would deprive or limit employment opportunities or adversely affect an individual's status as an applicant or prospective employee.
In regard to accommodations, it shall be unlawful for a business establishment or place of public accommodation to deny, directly or indirectly, any person the full enjoyment of the goods, services, facilities, privileges, advantages, and accommodations for discriminatory reasons.

During the June 11, 2018 Council meeting, suggestions were made to examine the penalty portion of the ordinance. Mikorski presented information comparing different penalty amounts from other cities that have passed similar ordinances. Both Appleton and Janesville ordinances include first offense \$500 to \$5,000 (plus cost of action) and successive violations within a 5 year period of \$1,000 to \$10,000. Other cities such as Sun Prairie and De Pere do not include specific dollar amount penalties. The Personnel Committee would like to see a draft amendment with these penalties, and research to see what other types of penalty could be available if a business or housing complex is found in violation of the ordinance.

No action was taken on this agenda item.
5. Discussion and Possible Action re: Position Description and Compensation of Building Inspector Position. Mikorski presented the proposed Building Inspector Job Description and advertisement for posting. It was requested to include under education that an Associates or Bachelor's Degree is highly desirable. It was also requested to include additional language for equal opportunity employment portion of the job description. Motion by Reekie, seconded by Jerney to approve the Building Inspector job description and advertisement to include

edits identified. Motion carried 3-0.

6. Discussion and Possible Action re: Position Description and Compensation of Senior Center Case Manager Position. Senior Center Director Mary Hanson presented the job description and advertisement for the Case Manager position. Hanson discussed the interest to include under educational experience an Associate's Degree plus five years of relative experience as an alternative minimum requirement. The minimum requirement of a Bachelor's Degree was maintained. Motion by Gaskell, seconded by Reekie, to approve the Case Manager job description and advertisement with identified edits. Motion carried 3-0.

6. Adjournment: Motion by Jerney, seconded by Reekie to adjourn the meeting at 6:50 p.m. Motion carried 3-0.

Respectfully Submitted by,
Jeff Mikorski, ICMA-CM
City Administrator