

FINANCE AND PERSONNEL COMMITTEE MINUTES
April 6, 2020

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:34 p.m.

Present: Mayor Mary O'Connor, Alderperson Doug Wood, Alderperson Andrew Kitslaar (all were present via video conference)

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker (present via video conference), Director of Administrative Services Leah Kimmell, Police Chief Walter Ostrenga

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Wood to approve the Minutes of the March 16, 2020 Finance & Personnel Committee meeting, was carried.

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Item 6.A. Administrator Gadow explained the provisions of the federal Families First Coronavirus Response Act which became effective on April 1, 2020, and gives eligible employees up to 12 weeks of leave to use for reasons related to the Coronavirus pandemic. This includes up to two weeks of paid leave for employees who are sick or quarantined due to Coronavirus, plus up to 10 weeks to care for a sick or quarantined family member or to care for children who can't be in school or childcare. The law allows for the exemption of emergency responders, and Administrator Gadow explained that after consulting with the police and fire chiefs, we have determined that we need to exempt our emergency responders due to the challenge of adequately staffing those departments during this health emergency if too many are out on leave at once. This includes our police, dispatch, fire/EMS, and public works employees. However, we have also written a city policy which will provide those employees who are exempted from the federal legislation with up to two weeks of additional sick leave if they become sick or quarantined due to Coronavirus. Alder Wood asked for confirmation that this means that emergency responders would not be able to take leave under the federal legislation. Administrator Gadow confirmed that they would not, but the city policy allows us to give them extra leave if they become sick or quarantined.

A motion by Alder Wood, seconded by Alder Kitslaar, to approve Resolution 20-4-2402 Designation of "Emergency Responder" Employees under the Families First Coronavirus Response Act was carried.

Item 6.B. Administrator Gadow presented his policy which extends until May 5 the plan which was in place through today to continue to pay employees as if they were working during the Safer-at-Home order. "Essential" versus "non-essential" employees are listed in the plan. All non-essential employees who are able to telework are and will continue to do so. Administrator Gadow informed the committee that we will need to begin to look at our plans for seasonal hiring at the next meeting, hopefully with a better sense of how long the pandemic is expected to last.

Chief Ostrenga updated the committee on his plans for staffing the police department as the health emergency continues. As of now, only one officer has needed to take time off to care for his children during the pandemic. Three employees took personal trips which included air travel, and they needed to be quarantined upon their return. No employees have gotten sick. The challenge will be minimizing the spread if someone in the department gets sick, and there's a trend in Wisconsin to change shift schedules to address this. Beginning this week, patrol officers will begin working 12-hour shifts in order to reduce the time they're around each other and reduce the amount of cleaning supplies that need to be used throughout the day as shifts change. He has also directed officers to reduce self-initiated activity to reduce their exposure, and also because the jail will only take violent offenders right now and judges are not holding trials. Alder Wood asked whether the department is getting calls regarding businesses not complying with the Safer-at-Home order. Chief Ostrenga said they heard complaints about Hobby Lobby being open. After an officer called their corporate office and informed Public Health, the business closed the next day. When officers receive complaints regarding residents not complying, they try to refer people to landlords, parents, etc. to resolve.

A motion by Alder Kitslaar, seconded by Alder Wood, to approve the staffing and city operations contingency plans for COVID-19 was carried.

Item 7. Finance Director Houtakker gave a brief review and answered members' questions regarding accounts payable checks.

A motion by Alder Kitslaar, seconded by Alder Wood, to accept general fund accounts payable checks dated March 13 through April 2, 2020 was carried.

A motion by Alder Wood, seconded by Alder Kitslaar, to adjourn was carried. (6:55 p.m.)

Leah Kimmell
Administrative Services Director