

PERSONNEL COMMITTEE AGENDA

February 2, 2022

5:00 PM

MUNICIPAL BUILDING

800 BORNER ST

PRESCOTT, WI 54021

1. Call to Order
2. Roll Call
3. Approve Minutes for November 11, 2021 Personnel Committee
4. Progress Towards 2018 Assessment and Recommendations
5. School Resource Officer Discussion
6. Planner Position Update
7. Closed session per Wisconsin State Statute 19.85 (1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – City Administrator Job Evaluation – 6 Months
8. Return to Open Session
9. Act on Items Discussed in Closed Session
10. Public Comment
11. Other Business
12. Adjourn

Next Meeting: May 4, 2022 at 5:00 PM

NOTICE

ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.

**CITY OF PRESCOTT, WISCONSIN
NOVEMBER 17, 2021 PERSONNEL COMMITTEE MINUTES**

Pursuant to due call and notice thereof, a meeting of the Personnel Committee was held, November 17, 2021, Municipal Building, 800 Borner Street, Prescott, WI 54021.

Call to Order: Committee Chair Maureen Otwell called the meeting to order at 5:04 pm. Members present were Rob Daugherty and Dar Hintz. City Administrator Matt Wolf represented staff.

1. Approve Minutes for September 9, 2021

Hintz/Daugherty motioned to approve the minutes for September 9, 2021, passed without a negative voice vote.

2. Closed Session per Wis. Stat. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session – City Administrator Goals and Objectives

Otwell/Hintz motioned for the committee to enter closed session; motion passed without a negative voice vote.

Daugherty/Hintz motioned for the committee to exit closed session; motion passed without a negative voice vote.

No follow up action items were taken on closed session items.

3. Compensation Study and Prescott Employee Handbook Proposal

City Administrator Wolf presented on the proposal from JA Counter for a Compensation Study and updating the Prescott Employee Handbook. Committee discussed the proposal and the proposed cities that are included in the study for comparison.

Hintz/Daugherty motioned to approve the Compensation Study and Prescott Employee Handbook Proposal from JA Counter, passed without a negative voice vote.

4. SRO Discussion

City Administrator Wolf presented on the School Resource Officer (SRO) and the current funding shortfall the City is receiving in the position. The Committee discussed the position and how they would like to see it funded by the school for at least 20 hours. The Committee requested that Police Chief Michaels attend the next Personnel Committee meeting to give his opinion and City Administrator Wolf will determine hours the SRO currently works with the school. Follow-up discussion will be had the February 5 Personnel Committee meeting.

5. Prescott Professional Police Union Contract

City Administrator Wolf presented on the negotiations between the City of Prescott and the Prescott Police Union. The committee discussed the current contract terms and remaining points of difference. Committee requested that with the Compensation Study being done in 2022 that the contract be for a one-year term. Administrator Wolf will bring that to the Police Union for discussion and follow-up next steps.

6. Other Business

None

7. Other Business

Daugherty/Hintz motion to adjourn at 6:06, passed without a negative voice vote at 6:34 pm.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Matthew J. Wolf", is enclosed in a light gray rectangular box.

Matthew J. Wolf
City Administrator



To: Personnel Committee
From: Eric Michaels, Police Chief
Date: January 27, 2022
Subject: Progress Towards 2018 Assessment and Recommendations

Discussion

Below is the Summary and Conclusions of the 2018 Audit conducted by Meyer, Sullivan, Hahn and Associates of the Prescott Police Department. I have listed each statement made by Mr. Meyer and the action taken to meet those recommendations.

Policy Manual Review and Update

1. The Chief of Police, the City Administrator, the Police Commission, and/or the City Council should place a high priority on developing, updating and clarifying an operations policy manual for the Prescott Police Department. **The first order of business taken on by me and at the time Office Chief Doug Ducklow was the implementation of Lexipol. Policies have been implemented in the department. Also, as one of my projects for school, I am developing a procedures manual as well to coincide with the policy manual on Lexipol.**
2. All state mandated policies should be in place. **Currently all 10 state mandated policies, as well as the eight recommended policies are issued in Lexipol as standard operating procedures. Along with those 18 policies that have been implemented, there have also been 101 other policies implemented.**
3. Employee training on high risk policy topics should be provided on a regular basis. **Through adjustments in training and the addition of Lexipol. Ample training is provided in all high risk topics via online seminars, in person training and daily training bulletins issued through Lexipol.**
4. Employee understanding and acknowledgement forms should be used and memorialized. **Through Lexipol, employee acknowledgement and understanding of policies and procedures are tracked and logged through the completion of daily training bulletins. Also, prior to the employee starting FTO they are required to review and complete all policy acknowledgments.**

Job Description Updates

1. Every Position description needs to be reviewed and updated. Duty responsibilities appear incomplete. The Chief of Police position should report to some oversight

authority (the City Administrator, the Mayor, the Police Commission, or the City Council, or combination of each. While acting as Officer In Charge, prior to my appointment as Chief, all job descriptions were created and/or reviewed for clarity. These job descriptions were reviewed by the then City Administrator and were created using material from other agencies and material from the IACP. There are currently job descriptions for every position that is defined in the Prescott Police Department.

2. A review of job responsibilities should be done to determine job assignments and qualifications. Job qualifications and responsibilities are all currently included with the respective job descriptions for each position that is defined in the Prescott Police Department.

NOTE: The duty assignments listed with the Chief of Police responsibility should be clearly defined and associated with position qualifications. Each position appointment made by the Chief of Police should also be reported and approved by an oversight committee. See responses for 1. And 2. All appointments made by me are approved through the Police Commission who is the oversight authority according to WI SS 62.13.

Reporting Obligations

1. Every position within the Police Department must have a clearly identifiable responsibility to report certain high risk operational activity to a higher authority.
 - a. The Chief of Police should have an obligation to annually report to the City Administrator, the Mayor, the Police Commission, or the City Council the number of citizen complaints received during the year, along with the disposition of each matter. An annual report is given at the beginning of each year during a council meeting regarding the activities of the prior year. If any substantiated complaints are taken, those complaints are disclosed at that time. The complaints are also disclosed to the Police Commission through the year.
 - b. The Chief of Police should have an obligation to annually report to the City Administrator, the Mayor, the Police Commission, or the City Council the number of use-of-force incidents involving Police Officers during the year, along with the disposition of each matter. Use of Force incidents that involve more than just the handcuffing of an individual are disclosed during the annual report submitted to the Police Commission and the City Council.
 - c. Department employees should have a clearly defined responsibility to report unethical, immoral, improper, and illegal behavior by and member of the police department to a higher authority responsible for employee oversight. This responsibility is currently defined in the policy manual and is reviewed and acknowledged by each officer upon employment. This policy is also reviewed through daily training bulletins in Lexipol.

Specialized and Inservice Training

1. Training (specialized and in-service) is essential to maintaining a professional and well-prepared emergency service response unit. Police Department personnel require annual in-service training as well as occasional specialized training specific to their work assignment. **Since assuming the duties of Chief every single officer as well as myself has attended In-service training each year including the year of COVID. Also, each officer is being trained in all areas related to patrol, ie, Investigating property and white-collar crimes, drug crimes, sexual assaults, as well as interview and interrogations techniques.**
2. Major consideration should be given to scheduling monthly department training sessions to assist with task and duty consistency while ensuring a complete understanding of policy and procedure expectations. **On the first of every month, a set of daily training bulletins are released to all staff of the Prescott Police Department through lexipol. Staff are required to review and acknowledge those training bulletins. Each training bulletin reviews and gives examples of policies that are implemented specifically for the Prescott Police Department.**
3. Immediate efforts should be made to identify priority training for all staff. Once identified, and if appropriate, efforts should be made to secure WI Training and Standards Bureau grant funding to being localized training to the department. **Priority training has been identified for all officers, and officers are currently scheduled for or have attended those trainings. For example, the Sgts. And I have all attended LPO (Leadership in Police Organizations). I am currently attending classes on public management. The patrol officers are being trained in their respective areas and we are also sending multiple people to Instructor development in an effort to hold more inhouse trainings.**
4. Training is also critical to those serving as members of the police commission. **Each year new members and some who are already members are offered to attend the League of Municipalities workshop on Police Commissions. This training is paid for by the City of Prescott.**

Complete and Detailed Background Checks

1. The Chief of Police and Police Commission should conduct background investigations on all people who are being considered for employment with the Prescott Police Department. **Background checks are conducted by the Investigator on any applicant who is potentially going to be offered a position within the police department. This background is extensive and sometimes takes multiple weeks, with the investigator traveling to contact past employers, relatives, and even neighbors.**
2. The Chief of Police should conduct annual, and then bi-annual employee backgrounds on Police Department employees who have duty related access to the WI CIB and NCIC. **The Chief of Police does currently perform background checks and has since his days as a patrol officer on any employee or contractor who will have unfettered access to any computer displaying any and all information pertaining to CIB or NCIC records**

within the Police Department. This is a requirement of the WI Time system and has been since the beginning of ETime.

3. The employee background process should be reviewed annually by the Chief of Police, the City Administrator, Police Commission, or the City Council. The background process has been reviewed frequently and changes have been made, including the addition of special forms, tasks, and procedures. The background process and investigation for the City of Prescott Police Department is extensive and has been since December of 2018.

Staffing and Work Assignments

1. According to employee time documents reviewed, part time staff worked a total of 2,738 hours in 2016 and 2,569 hours in 2017. A time and needs review should be completed and a decision should be considered to rededicate existing supervisory staff and/or create a full-time position to cover open shift hours that part time employees are working. After an internal review the decision was made to remove all part time employees from the Prescott Police Department. The then current part time staff comprised of officers who worked at other full-time employment could not satisfy the needs of the department. A full-time position was created and filled after the dismissal of the part time employees.
2. A review of employee time sheets and work schedules indicate the Chief of Police (interim at that time) often took two days off during the week and worked a few weekend days, and there appears to be weeks a sergeant works five days a week and not the normal work schedule. A supervisory time and needs review should be completed and a scheduling priority of supervisory days and hours should be established. This has been completely reversed and was a schedule that was made by the then interim Chief of Police for reasons unknown. The Chief of Police works Monday through Friday 8-4:30 as established hours by the City of Prescott. Both Sergeants are scheduled on the night shift rotations and do not workday shift unless special circumstances arise for that need.
3. The possible creation of an upper-level supervisory position could be associated with the need for additional hours of coverage that was covered by part time staff in the past. The creation of an upper-level supervisory position is needed in the Police Department, however for reasons differing than those mentioned above as the part time officers have since been dismissed. Only the city of Prescott can create positions within a department, not the actual departments themselves. This is out of the hands of the police department.

Performance Evaluations

Employee performance evaluations, when done right, enhance employee work performance and assist the employee in achieving their career development goals. Every employee within any type of organization can improve some skill related to work performance. An annual performance evaluation should be conducted on each employee within the Police Department. The Chief of Police work performance should also be evaluated by the Police Commission. In 2021 performance evaluations were conducted

and will be yearly for every employee under my command. A review of work performed, quality of work, attendance, and job knowledge are reviewed with each employee. Goals for the next year are discussed and planned at that time and training is scheduled based on those goals. I as the Chief of Police have not had an official review of my performance completed. I did send out a performance review to other Prescott employees and received one return. I have also sent out a request from local agency heads and supervisors and requested feedback on my performance as well as department performance and those are slated to be returned to City Administrator Matt Wolf.

Personnel File Management

1. Employee personnel files must be maintained and consistently reviewed and stored per the city of Prescott records policy and State Law. The Chief of Police should be trained on the City of Prescott records policy and be expected to follow the records policy established by the City Council. Personnel records are kept in accordance to Wisconsin state law. Records are secured in the Office of the Chief of Police except for all psychological examination results which are kept at city hall. The Chief of Police has attended/attends yearly refresher on records management.

Inter-Agency Collaboration

1. A Priority should be placed on developing strong working relationships with other law enforcement agencies within Pierce County and the State of Wisconsin. Relationships have been re-built with neighboring agencies. Upon my appointment to Chief of Police, I reinstated the mandatory firearm, and use-of-force trainings to be conducted in partnership with the Pierce County Sheriff's Office. I am contacted at the beginning of each year with a schedule of training events. Those training events are posted and officers attend those trainings with neighboring Police and Sheriff organizations. Prescott PD has also attended trainings when able that are put on by neighboring agencies such as forensic interviewing, sexual assault trainings, and EVOG trainings.
2. The Chief of Police should be encouraged to organize and participate in monthly meetings with other Chiefs of Police and the Pierce County Sheriff to help build strong working relationships and emergency responder protocols during major emergencies, major crime events, and natural or man-made disasters. As Chief of Police I have not personally organized and meetings, however, I do or have attended the Western Wisconsin Area Chiefs of Police meetings held in Eau Claire with the NW Wisconsin Chiefs of Police. I also have attended/attend meetings monthly with the local sheriff and other Chiefs of Police. I am also in regular contact with neighboring Chiefs and Sheriff's just outside our county in an effort to build relationships and communicate any trends our department is seeing that may affect them. I attended in the past, meetings with the CJCC of Pierce County.
3. Regular joint training sessions should be scheduled with other Police Departments, the Pierce County Sheriff's Office, DCI, WSP and DNR. The Prescott Police Department

does attend and participate in trainings with the above listed departments when they are available.

Fundraising Activities

The Prescott Police Department does not participate in any fund-raising events. The K-9 fundraising was conducted solely by the community and the K-9 foundation.

New Program Implementation

1. Prior to authorizing any new program within the Police Department, the City Administrator and City Council should require a policy and procedure for that program be provided for review and approval before implementation within the department. This policy has not been created, however, prior to listing the K-9 positions within the department, a complete policy was drafted for that position by the Chief of Police including job requirements, job description, and job responsibilities as well as minimum qualifications. The policy was created prior to any job posting taking place. This was also done with the creation of the Investigator/SRO position. Should a Lieutenant position be created in the future, we will follow the same process.

Additional Comments Regarding Assessment Recommendations

Pg 8.

Purpose of Police Commission - Police Commission meets every 6 weeks or as needed if sooner.

Police Commission Training – Police Commissioners are notified of the Workshop on Police Commissions offered every year through the League of Wisconsin Municipalities.

Pg 16.

Recommendation – Policy manual has been implemented and is regularly updated to meet the requirements of state statutes etc.

Pg 17.

Recommendation - The police department budget has not seen an increase other than for wages since I have had the opportunity to review the budget (2017?). The only reason the department training budget has seen an increase since 2018 is due to the dismissal of part time officers, custodians, etc. and some of those funds were able to be funneled into the training budget. The result of this is custodial duties have been taken over by the Chief of Police and Administrative Support staff to be able to keep those amount of funds in the training budget.

Pg 18.

Supervisory Recommendation - re: Sgts being removed from the Union. Prescott PD Sgts are patrol officers who handle patrol officer duties and will not come out of the Union Body. They have minimal supervisory duties and cannot discipline in any fashion.

“Consideration should be given to establishing a Lieutenant position within the Police Department to have a clearly defined second in command authority tied with other potential specialty experience and training”. Currently I have no second in command. No discussion has been had regarding this recommendation. I would like to see this position added to the police department in conjunction with the Investigator position I seek. Lt./Lead Investigator (two birds with one stone).

Pg. 19

Annual reports - The Chief of Police does provide an annual report to the Police Commission and City Council. The Mayor and City Administrator as well as the Police Commission are made aware of all complaints as they come in whether they are unfounded or not.

Fundraising/Program Development – The police department did not have any input or connection to the fundraising efforts for the K-9. Eventually the position was authorized by the City Council and only then did the prep work to draft policies etc. start for that position.



To: Personnel Committee
From: Matt Wolf, City Administrator
Date: January 27, 2022
Subject: School Resource Officer Discussion

Background

The City of Prescott currently receives \$10,000 in funding from the Prescott School District to help fund the School Resource Officer (SRO), which helps provide the school a sworn law enforcement officer trained in school-based crisis response and law enforcement. The City would never not answer a call for assistance by the school or any other business or resident, however the current gap in funding the SRO results in the City subsidizing a large portion of the work.

Our current SRO is also the City of Prescott Investigator and splits his time between both the SRO work and investigative work. Generally, there are 36 weeks in a school year and with benefits our SRO costs around \$42.60 per hour. The SRO spends about 20 hours a week assisting at area schools for a total cost to the City of \$30,672.

Discussion

At our last meeting on November 17, 2021, the Committee indicated that they were interested in renegotiating the agreement. However, they wanted additional input from the Chief of Police at the next Personnel Committee. Further, in discussions with Chief Michaels there is an official agreement between the City of Prescott and the School District of Prescott, which is attached.

Recommendation

Discuss the SRO position and possible requesting the School District renegotiate the contract.

Attachment

School Resource Officer Agreement – City of Prescott & Prescott School District

**Intergovernmental Agreement
Police-School Liaison Officer Program
between
City of Prescott
and
Prescott School District**

This agreement entered into this 1 day of September, 2019 by and between the City of Prescott, a Wisconsin municipal corporation, 800 Bonner Street, Prescott, Wisconsin, herein referred to as "City", and the School District of Prescott, 1220 Saint Croix Street, Prescott, Wisconsin herein referred to as "School District."

1. **Purpose:** The purpose of this Agreement is to continue a joint proactive program between the City and the School District, which promotes and enhances safe and healthful educational environments and facilitates the general health, welfare, and safety of the community. This agreement is enacted pursuant to Section 66.0301 of the Wisconsin Statutes.
2. **Goal:** The philosophy, objectives, supervisory responsibilities, and specific officer duties are contained in the job description for the School Resource Officer hereafter "SRO", which is attached hereto and is incorporated as if fully set forth verbatim. The SRO program is founded on the concept of crime prevention, relationship building, and character development.
3. **Term:** The initial term of this Agreement shall commence upon execution of this agreement by both parties and will remain in effect from September 1, 2019 through May 31, 2020.
4. **Renewal:** This agreement shall automatically renew for one year on July 30, 2020 and each consecutive year thereafter, unless either party shall provide written notice of its election not to renew or renegotiate this agreement to the other party on or before July 1 immediately preceding the start of the school year affected.
5. **Cost to PSD:**
 - A. The Prescott School District will pay the City \$1,021 per month for service. Services are provided September through May.
 - B. The City shall bill the School District for the District's share of the cost of the SRO program two times per year 50% of total cost due in Sept and May of each year of the agreement. The School District shall pay the invoice within thirty days of receipt of the invoice.
6. **Personnel:**
 - A. The City shall assign one Police Officer, as determined by the Police Chief and the School District. The Police Officer shall agree to in writing before the start of the officers' duties with the School District. The officer may be assigned for duty

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at any district school within the City limits during regular school hours on all days when regular student attendance is required during the approximately nine and one half months that school is in session (including summer school), The School District understands that it may not always be possible to assign an officer to the School District for each school day during the school year.

- B. The Chief of Police has the express authority to reassign at any time during the contract period and, except in cases of emergency, will communicate with school administration prior to making such a decision,
- C. The SRO shall at all times be an employee of the City, under the supervision and direction of the Chief of Police or other supervisory officers designated by the Chief. The City shall be responsible for all administrative functions related to the employment of said officers normally associated with an employer, including payroll, payroll deductions, insurance, performance review, and handling of labor disputes or grievances,
- D. Nothing in this agreement shall be construed to delete, diminish, alter, remove, amend or defeat any right, power, authority, responsibility or obligation vested or conferred by the Common Council of the City, Sections 62.09(1)(a), 62.09(7)(b), 62.09(7)(c), 62.09(13), 62.13, Wis. Stats, or otherwise by law

7. Work Days:

- A. **Regular Schedule.** The Police Chief shall make best efforts to have an SRO available for duty under this program, for each day within the above specific term, at the schools when the schools are in session in conjunction with the school year calendar. The Police Chief and the School District will work on a mutually agreeable schedule for the SRO.
- B. **Vacation, Comp Time.** The Police Chief shall make best efforts to schedule the officers' vacation and comp time when school is not in session. However, the School District understands that the vacation, comp time and work hours must be scheduled in conjunction with Police Department needs and is further subject to the Collective Bargaining Agreement in place between the Prescott Police Department and the City.
- C. **Absences.** The SRO shall notify both the applicable school principal and Police Department supervisor for each day the officer is not available for duty by reason of illness or otherwise.

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- D. **Make-up Days.** In the event that an SRO is absent or not available for duty at the schools for more than five school days when school is in session for reasons other than training, vacation, sick time or compensatory time, the School District shall be credited for the cost of the officer for that time that the officer was absent
8. **Activity Reports.** Each SRO shall record daily activities on forms provided by the City and School District and shall submit copies of such forms to the Police Chief and School District as directed/required. Either or both the SRO will be responsible for teaching the CounterAct drug prevention program.
 9. **Dress Code.** The SRO will wear civilian attire in compliance with the Prescott Police Department Uniforms and Appearance Policy in agreement with Prescott School District.
 10. **Performance Issues.** The School District shall promptly report to the Chief of Police any issues or concerns it has regarding the assigned officers' work performance. The School District may also provide annual input to the Chief of Police regarding the officers' work performance.
 11. **Incidents.** Incidents occurring on or about school premises that require police intervention should be investigated by the school administrator first, then SRO if required unless such officer is not on duty. The assigned and/or participating officer shall prepare customary police incident reports and perform Investigations in accord with the Prescott Police Department Policy and Procedure.
 12. **School Discipline Rules:** An SRO shall not enforce any disciplinary rules or policies, but will assist the staff when requested to do so.
 13. Nothing in this agreement shall be construed to modify the responsibilities of the School District and the City under the Wisconsin Public Records laws.
 14. **Coordinating Representatives:** Representatives of the City, the Police Department and the School District will meet as necessary to discuss, coordinate and recommend revisions, if necessary, to the SRO program.
 15. **Liability:** Each party hereto shall be solely responsible and liable for the act(s) and omission(s) of its corporation, officers, employees, officials, agents, representatives and members. Each party shall and hereby does indemnify and hold harmless the other from any and all damages, liability, judgments, claims, expenses, fees, costs, actions, demands and payments of whatsoever kind and nature arising from and/or pertaining to the act(s) and/or omission(s) of its corporation, officers, employees, officials, agents, representatives and members. This indemnity and waiver shall apply solely with respect

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to the operation of the SRO program. For liability purposes, no police officer assigned to the SRO program shall be considered to be an officer, employee, official, agent, representative, or member of the School District.

16. **Entire Agreement and Amendments:** This agreement constitutes the entire agreement between the parties relating to the SRO program. No party has relied upon any statements, promises, or representations that are not set forth in this document. This agreement supersedes and terminates any prior or existing agreements or contracts regarding the same subject matter. This Agreement may be amended only upon the mutual written agreement executed by both parties.

17. **Emergency Powers Unaffected:** Notwithstanding any provision in this Agreement to the contrary, the Chief of Police shall retain authority to temporarily suspend the City's participation in this program and reassign the police officer assigned to the program in the event that the Chief of Police determines that such suspension and reassignment are necessary for the health, welfare, safety and best interest of the community, and /or such is required by the Common Council, City Ordinance(s), state law, and/or other exigent and/or compelling circumstance(s). Such suspension(s) shall be based on the interests of the City and community.

IN WITNESS THEREOF, the parties have entered into this legally binding agreement on the dates shown below. This agreement shall not become effective unless and until it is approved by the City Council and the School Board and is signed by the representatives listed below.

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and
Prescott School District**

SCHOOL DISTRICT OF PRESCOTT

By: _____

Date: _____

School Board President

By: _____

Date: _____

School Board Clerk

CITY OF PRESCOTT

By: _____

Date: _____

Mayor

By: _____

Date: _____

City Administrator

By: _____

Date: _____

Chief of Police



To: Personnel Committee
From: Matt Wolf, City Administrator
Date: January 27, 2022
Subject: Planner Update

Discussion

An update will be given to the Personnel Committee on the Planner Position hiring process and the steps moving forward.