

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: December 10, 2012 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: G. Gisselman, B. Nagel, D. Nutting, D. Oberbeck
MEMBERS ABSENT: R. Wagner (C)
Other Present: Mayor Tipple, J. Hardel, M. Groat, A. Jacobson, M. Loy, P. Czarapata, M. Walker,
T. Larsen, D. DeSantis, T. Stratz, and K. Winters

Approval of 11/12/2012 minutes. Motion by Nagel, second by Nutting to approve the November 12, 2012 draft minutes. All ayes. Motion carried unanimously.

Public Comment on Matters Appearing on the Agenda. No public comment made.

Oberbeck as acting Chairman asked if anyone objected to moving item 6b of the agenda, Consider Animal Control Staffing Proposal, forward to discuss. No objections were made.

Consider Animal Control Staffing Proposal (Winters). Winters overviewed the original proposal for countywide animal control that included a staffing model of three animal control officers. This proposal had been designed at the request of the County Animal Control Task Force to match the three person proposal offered by the Marathon County Humane Society. Since then, a new staffing model was brought forward, developed with the help of John Small from Marathon, who has a background in animal control by previously running the Rock County Animal Control Shelter in Janesville for 20 years and has also worked with the Department of Agriculture as an Animal Control Inspector. Small's suggestion to Winters was for no more than one Humane Officer, with part-time help coming from NTC's law enforcement program. Winters explained that this would be a better fit and 20% cheaper than the original staffing plan model. Winters asked the HR Committee to choose between the two staffing models. Loy stated he was looking for Committee endorsement of a staffing model and directive that future revenues should determine how many people would be hired. Loy went on to say that the Wausau Police Department already hires Community Service Officers (CSO's) for summer help and thought this would be a great pool of individuals to staff additional help needed to enforce animal control laws. Loy did have concerns about the turnover of CSO's and the amount of time needed to train them, but said it would be a risk worth taking as this program gets started. Hardel said that CSO's are performing animal control duties now among other duties. He believes if the CSO program is expanded they would be able to handle additional animal control duties, but he also had concerns of turnover and having to repeatedly retrain. Loy went on to say that a number of police officer recruits have come out of the CSO program and feels it is a good development tool. Winters agreed that this would be a good pool of future officers for Wausau and Everest-Metro. He stated this would be a good place to start, and if more communities join, things can be changed. Winters said that Small strongly urged that animal control should be part of the law enforcement department because of their dealings with laws and ordinances. Also, Winters said that the Wausau Humane Officer could potentially take over the County Humane Officer designation, as the current County Humane Officer is unable to travel. Oberbeck asked for clarification on what a typical day would look like for this Humane Officer. Loy said that based on the history of call volume and workflow, 95% of complaints come in between 7:00 a.m. and 1:00 a.m., therefore he would recommend staffing this position from 11:00 a.m. to 8:00 p.m. or 12:00 p.m. to 9:00 p.m. based on peak call volumes. Police would continue to respond to calls received outside of these hours as able. Loy said that the workload may be intense at first, but the call volume may go down as greater compliance is received. Further discussion took place about the area covered. Winters said most communities that would be serviced are nearby and that the Wausau metro area is where the majority of the complaints are from. Gisselman asked how seasonal CSO's would be utilized, and Loy said that the program would have to be expanded to be year-round and that using CSO's would

offer the most flexibility in staffing. Winters gave an overview of how animal control staffing was brought to the HR Committee. Initially the Humane Society was asked to put together a proposal. The Humane Society referenced the Portage County program and came up with a plan that included staffing 3 people (1 supervisor and 2 humane officers), with a cost of \$325,000. The County Animal Control Task Force came back with a model to include a dog catcher instead of a supervisor. The Humane Society declined to alter its proposal and stated that it couldn't be done with less staff or less money. The Task force decided to go with the Wausau plan of hiring one Humane Officer with a maximum cost of \$75,000 and mail out letters to other communities asking for their participation to supplement additional staff for coverage and flexibility. Nagel made a motion to enter in to the Small Model. Loy recommended clarification of one full-time Humane Officer and up to two part-time CSO's. Oberbeck then asked for clarification of the area that will be covered. Winters specified Weston, town of Wausau, Wausau, town of Plover, town of Weston, and Schofield. Groat then asked if any communities are concerned about the accounting and allocating of resources and revenue. Winters said that the issue did come up with Weston, but because Wausau would be providing all the administrative services and supervision and only billing direct costs, Weston agreed that was fine. Motion seconded by Nutting. Nutting said that he liked the proposal and believes it will be beneficial, having a positive impact in communities joining with Wausau in the future because of how well John Small is known and respected. Discussion about the scope of area covered resumed, with Oberbeck and Gisselman questioning how the persons hired for these positions will be able to answer calls around the county without impacting service to the Wausau metro area. Loy explained that all the HR Committee is tasked with is approving the staff model, and he will hire according to the model that is approved. Future contracts and financing will determine service levels within that model. Nagel withdrew his motion. Nagel made a motion to hire a Humane Officer and enter into a hard contract with the village of Weston, Schofield, town of Wausau, town of Plover and town of Weston. Winters said last year the entire county received 1950 calls regarding animal complaints; 1450 of those calls were in Wausau. Winters asked if the Committee wanted to specify who was involved because other communities may still be joining. Further discussion of the area that will be serviced by the agreement continued. Nagel withdrew his motion. Nagel made a motion to authorize Loy to employ a Humane Officer. Loy asked that the staffing model include a Humane Officer and up to two part-time CSO's as proposed by Winters. Nagel made a motion to hire a Humane Officer. Winters explained that involving more communities provides more revenue to provide additional coverage. Nutting stated that he would second Nagel's motion if Loy's comments are included. Winters asked that CSO's be included in the motion.

Motion made by Nagel to approve the hire of one full-time Humane Officer and up to two part-time CSO's for animal control. Second by Nutting. Amendment to motion made by Oberbeck to approve the hire of one full-time Humane Officer and up to two CSO's for animal control contingent on sufficient fees and supporting contracts. Second by Gisselman. All ayes. Motion carried unanimously.

Project Updates. Loy updated the Committee on the Performance Management project and Compensation Study. Job descriptions are being updated to give to the consultant for the Compensation Study. Loy stated that salary data has been received, and once the other pieces for the study are in place, the data will be ready to share. Loy believes this should take a couple of months.

HR Performance Report. Loy gave a brief overview of the HR Performance Report and also mentioned that results from the HR Satisfaction Survey will be available to the Committee next month.

Employee Handbook. Loy reviewed with the Committee the revisions made to the Employee handbook based on questions raised by staff and the discussion at the November HR Committee meeting. The changes include the following: Police Lieutenants will work straight 12-hour shifts to avoid overtime pay on days where line officers are on 10-hour shifts and only one lieutenant is available to supervise. Next, the Engineering Division has Engineering Techs that work in the summer during the hours that contractors work. This group will receive overtime if they work more than 8 hours in a day even if they don't work 40 hours in a week, as proposed by Brad Marquardt. Lastly, Compensatory Pay (Comp Time) has been changed back to its original language, and no

changes will be made at this time. Loy would like to continue to work on alternatives and will provide a detailed overview of this issue next year and present options. Motion made by Nagel to approve the Employee Handbook and the recommended changes provided with amendments to go to Council next week. Second by Nutting. All ayes, Motion passes unanimously.

Updates to 2013 Salary Matrix. Loy reviewed the background of the proposed wage increase for general employees. A 1.5% wage increase for general employees was included in the 2013 Budget because Police and Fire negotiated a 1% increase on 1/1/13 and 1% increase on 7/1/13, to equal a 1.5% increase for the calendar year. The Transit contract is set to expire June 30th but their current contract allows them to receive whatever general City employees receive. Therefore 1.5% was budgeted for all employees but Loy would like the committee to discuss and decide how the compensation should be applied to adjust pay rates. Loy recommended that the Committee approve a 1% wage increase for 1/1/13 at this time. Loy said the additional 0.5% wage increase can be voted on at a later date, and it may also be prudent for the Committee to wait to potentially use the additional 0.5% for employee salaries if the new pay system is implemented and adjustments are needed in the near future. Motion by Nagel to approve a 1% wage increase on 1/1/13 for all general employees. Second by Nutting. All ayes. Motion passes unanimously.

Future Items for Consideration. Gisselman asked that the HR Committee be updated on the Animal Control issue with regards to the agreement and staffing as information becomes available. Loy said that he will bring comp time back to the Committee.

Adjourn. Motion by Nagel to adjourn. Second by Oberbeck. All ayes. Motion passes unanimously. Committee adjourned.

Romey Wagner
Human Resources Committee, Chair