

**DRAFT**

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

DATE/TIME: January 14, 2013 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Board Room  
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, B. Nagle, D. Nutting, D. Oberbeck  
MEMBERS ABSENT:  
Other Present: Mayor Tipple, N. Giese, M. Groat, A. Jacobson, M. Loy, D. Bohn, P. Czarapata,  
D. DeSantis, T. Larsen, J. Ray, and Rae Anne Beaudry

**Approval of 12/10/2012 minutes.** Motion by Gisselman, second by Nagle to approve the December 10, 2012 draft minutes. All ayes. Motion carried unanimously.

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

**Project Updates.** Loy gave an update on the Compensation Study, stating that he still has some outstanding job descriptions that the department is reviewing now and will be moving forward in the next week. Wagner asked if all the job descriptions have been received. Loy answered that some departments are still working on them. Wagner asked how the outstanding job descriptions will be collected. Loy said he will send an email out asking for the outstanding job descriptions per Wagner's urgent request.

**HR Performance Report.** Loy gave a brief overview of the HR Performance report to the committee, highlighting various areas. Wagner questioned the internal transfer process, asking if positions could potentially be left open indefinitely. Loy explained that internal transfer opportunities are open for 5 days, and then applicants are reviewed and interviewed. If no interest is received, the recruitment then becomes available to the public. Regarding performance evaluations, the committee asked to see what evaluations are missing for 2012 by department at the next meeting. Wagner asked if the HR department is still collecting evaluations missing from 2011, and if there is any follow up for missing evaluations. Loy responded that evaluations are not being collected from 2011, and the HR department can implement sending reminders for evaluations going forward.

**Requirements of Affordable Care Act (Health Care Reform) (Rae Anne Beaudry).** A presentation on Health Care Reform was given by Rae Anne Beaudry, Executive Vice President of The Horton Group. The presentation included information on the changes that the City will be facing as various health reform steps are put into practice beginning in 2013. Loy summarized that because coverage is expanding and new fees will be charged to providers, higher costs will be the result. Beaudry confirmed that WPS will not exceed a 12% increase for next year as outlined by contract when Loy questioned future increases in health care plan costs, but that in 2014 the City can expect to see dramatic increases in cost of at least 25-30%. Beaudry assured the committee that The Horton Group will help the City through the changes to come.

**Exempt Staff Compensatory Time Accrual and Utilization (Loy).** Loy gave a presentation on exempt staff compensatory time accrual and utilization based on his concerns over how compensatory time is accrued, used, and paid out for exempt level employees. Through his research, Loy found that 51 exempt level employees accrued 6,046 hours of comp-time in 2011 (resulting in approximately \$85,000 paid out), and 45 exempt level employees accrued 5,152 hours of comp-time in 2012 (resulting in approximately \$72,000 paid out). Loy stated that Police and Fire have been accruing the most comp-time, however this should change at the Police Department with the addition of 2 patrol lieutenant positions and the change to 12-hour shifts this year. Loy informed the committee that exempt level employees are working an average of 2.5 weeks over their regular work schedule per year. Gisselman asked if Loy will be looking for any trends for comp-time and making changes to the policy. Loy said he will be looking at comp-time accrual but feels if any changes are to be made to the policy

they should be done as early in the year as possible. Discussion took place about having each department head look at comp-time to find out if additional staff or scheduling adjustments are needed, and the diminished distinction between exempt and non-exempt employees. Nagle stated that exempt employees should not be punching the clock like hourly (non-exempt) employees. Wagner closed the conversation by stating there is enough concern about this issue to bring it back to the committee.

**Wellness Program Progress and Biometric Results (Loy).** Loy gave a presentation of the progress of the City of Wausau Wellness Program to update the committee on biometric data received through employee screenings, evaluate the progress the Wellness Program is making toward its goals, and to outline the next steps the Wellness Committee will be taking in 2013. Gisselman asked what the Wellness Committee is looking for budget-wise. Loy said it is too soon to say, that the Wellness Committee will have to look at what they would like to offer for employees before a budget request can be submitted. Nagle questioned why the glucose numbers are so high for the employee population. Loy answered that either the City has a large number of employees at high risk, or employees are not fasting before having the blood draw done. Loy will continue to report the progress of the Wellness Program to the HR Committee.

**HR Satisfaction Survey (Loy).** Loy presented the committee with results from the HR Satisfaction Survey that employees completed at the end of 2012. The purpose of the survey was to evaluate the service the HR department provides to the organization and to gauge program effectiveness and satisfaction. There were 126 valid survey responses with a fairly balanced department response rate. Loy gave an overview of the results from the survey and ended with the following key learning points: Update and modify the classification and compensation system. Restructure employee performance evaluations. Coordinate City-wide training and development programs. Improve communication efforts. Develop reward and recognition efforts that drive organizational performance. Gisselman stated that it appears pay for performance and reward/recognition are main concerns for employees and need to be dealt with very soon, as they affect employee satisfaction and moral, which are very important to the organization. Wagner brought up employee evaluations and asked why they not being completed. Loy responded that we need to provide a better tool and more support for evaluations, and commented to Gisselman's statements that we need to provide more on-going training, support and feedback to employees. Loy noted that in this instance, when speaking about rewards and recognition, he is focusing on single instance situations of employees going above and beyond. Oberbeck commented that evaluations should be used as a tool to assist employees in furthering their career with the City instead of a method to look at issues.

**Approval of Grant Funded Police Officer Proposal.** Mayor Tipple stated that he and Hardel had a conversation with Gary Freels, Director of the Judd S. Alexander Foundation, regarding concerns with the drug culture increasing in the City, and the Foundation would like to provide grant funding for an additional police officer position. The grant would fully fund the position for the first year, provide 50% funding in year two, and 25% funding in the year three. Tipple said that the Judd S. Alexander Foundation has always been supportive of efforts with policing and other initiatives in the community. Tipple said that he and Chief Hardel fully support accepting this grant. Gisselman asked what would be the total cost at the end of the three years. Loy explained how health insurance benefit selection by the individual hired will determine financial impact. If the person hired elects single coverage health insurance, the grant likely will fully cover the cost of the position for the first year. Loy presented cost estimates based on an individual enrolled in the most expensive health insurance family plan. Loy stated that utilizing the grant would be a good way to increase staffing in the department and phase in the cost over three years with no impact on the current budget. Using conservative estimates, the total 3 year projected cost would be \$301,210.00. The grant total is \$130,283.00 for the three year period. Gisselman asked if there is a job description for this position as a drug enforcement position. Loy replied that Officer Ben Graham has been working on the drug issue but it has been taking him off patrol duties. Tipple explained that SIEU, the current drug team within the County, consists of three County employees, two City employees, and one Everest-Metro employee which have had its focus on investigating high level suppliers. Hiring another officer to concentrate on the drug issues facing the community, and maintaining normal department staffing would help provide more presence in the community. Wagner read a letter from Council President Lisa Rasmussen supporting the approval

of the grant funded police officer proposal. Nagle questioned if signing the agreement to fund a specific position for 3 years would cause the department to take money from other areas in their budget to fund the position, based on a budget set by the Council. Tipple said that could very well happen. Gisselman asked if this proposal goes to Public Health & Safety. Groat stated that all grants must go through Finance. Oberbeck asked if the effectiveness of the position will be tracked. Loy said that is a question for Chief Hardel. Gisselman said that is why he asked if there is a job description for this position so that we are able to measure and track the impact of the additional position. Tipple said the last statement of the grant says that they look forward to hearing about the progress during the year; therefore, they do expect to be kept abreast of the City's progress in utilizing the position. Motion made by Nagle to approve the grant funded police officer proposal. Second by Nutting. All ayes. Motion passes unanimously and the recommendation will be forwarded to Finance.

**Annual Review of Goals and Objectives – HR Director.** Per the Wausau Municipal Code, Loy presented the HR Committee with the HR Department goals and objectives for 2013. The required goals are items that were included in the 2013 budget and items already in progress. Loy asked the Committee members to review the choice goals that are based on core services that the department provides, and give him direction on how to prioritize the goals. The committee will weigh the choice goals individually and the results will be discussed at future meetings.

**Future Items for Consideration.** Wagner asked that a discussion of City Administrator structure of government take place. Nutting asked if it was possible to find another organization that has made this change and what the pro's and con's have been. Loy stated that La Crosse is the most recent organization to discuss this issue.

**Adjourn.** Motion by Nagle to adjourn. Second by Gisselman. All ayes. Motion passes unanimously. Committee adjourned.

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Romey Wagner  
Human Resources Committee, Chair