

DRAFT

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

DATE/TIME: January 13, 2014 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck
MEMBERS ABSENT: D. Nutting
Also Present: Mayor Tipple, N. Giese, A. Jacobson, M. Lawrence, M. Loy, A. Werth

Approval of 12/03/2013 minutes. Motion by Gisselman, second by Nagle to approve the December 3, 2013 draft minutes. All ayes. Motion passes unanimously.

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

Creation of Administrative Position in Community Development (0.75 FTE). Loy reviewed the history of the administrative position in Community Development with the committee. Due to budgeting constraints beginning around 2010, the department has utilized various temporary staff to help with the administrative duties, along with staff in the department. A temporary position was recently approved for the department due to the turnover of several positions. Ann Werth is asking that the administrative position be authorized by the committee so that it can be filled permanently. Werth stated that the department has tried to operate without the position and it has not been successful. Wagner asked if money is available in the department budget for the position. Werth described the difference between the Community Development department budget and other department budgets. The administrative position would be funded with federal money; because of changes to the department's funding sources, they are able to use money returned from the program income loan portfolio to cover administrative costs. Gisselman asked if the position would be funded through the City levy. Werth said the position would be funded through federal, state, and program income funds, except for when the employee will be helping with elections, which is a small amount of time. Any work done for elections will be covered by the Finance department. Tipple said that the Mayor's Office staff has also been able to help the Community Development department in the past, but as more work comes into the Mayor's Office, they are not able to provide as much help. More discussion about funding of the position took place. Nagle stated that he feels the department will be very busy in the near future with projects to move the City forward. Gisselman said he feels the best strategy to prepare the department for Nagle's vision is to build the administrative position into the City budget. (Tipple left at 4:40 p.m.) Werth again expressed the need for an administrative position within the Community Development department and spoke to the committee about how the department utilizes its funds to help the City however it can. Motion by Nagle to approve the creation of an administrative position in the Community Development department. Second by Oberbeck. All ayes. Motion passes unanimously. (Werth and Lawrence left at 4:45 p.m.)

Amendments to Part-time, Seasonal, and Temporary Wage Rates. Loy explained that employees classified as part-time, seasonal, or temporary are not paid according to the pay matrix system used for regular employees. Though recent adjustment to these wages occurred in 2013, Loy requested clarification of how the wages will be adjusted moving forward, now that the City is using the new pay for performance compensation system. Part-time and seasonal rates will continue to get adjusted as the ranges for the regular employees are adjusted. Wagner asked if just the process of how the rates get adjusted needs approval. Loy confirmed that only the process of how the rates will be adjusted needs approval. Gisselman asked if the rate plan could just be approved by the HR Committee and Council each year. Loy said that everything would be built into the budget recommendation each year. It was previously decided that any cost of living increase percentage given to regular employees would also be applied to part-time and seasonal position rates. Because of the change of compensation systems, Loy said he needs to have approval to apply any adjustments applied to the regular employee pay ranges to the part-time and seasonal wages. Additional adjustments were recommended by Loy to various positions: adjust the part-time

Assessor rate to reflect market information obtained from the study, adjust the Community Service Officer rate by moving their rates to the seasonal rate table so the rate reflects the benchmarking practice to the full-time equivalent position (Police Officer), and adjust the temporary production assistant and substitute crossing guard rates to respective first year rates of their part-time positions. Nagle asked if the City has trouble filling seasonal positions, given the rates the positions pay. Loy said there is no issue filling the positions. There was difficulty in the past with filling the Engineering and GIS positions, but since then, the rates have been increased to be more competitive. Gisselman asked if these changes will affect the 2014 budget. Loy said that departments that utilize these types of positions will have to adjust hours for the positions accordingly to stay within their budgets, or they can divert money from elsewhere to cover the increases (which are expected to be minimal). Motion by Nagle to approve the amendments and updates to part-time, seasonal, and temporary wages and the policies governing their administration. Second by Oberbeck. (Jacobson arrived at 5:00 p.m.) Discussion regarding the CSOs increased roles and responsibilities with the Police Department took place. All ayes. Motion passes unanimously.

Future Agenda Items for Consideration. Loy would like to bring the topic of investment of training and development of employees to the committee next month.

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

Romey Wagner
Human Resources Committee, Chair