

DRAFT

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

DATE/TIME: March 10, 2014 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Nutting, D. Oberbeck
Also Present: Mayor Tipple, D. Bohn, N. Giese, A. Jacobson, J. Kannenberg, M. Loy

Approval of 2/10/2013 minutes. Motion by Nagle, second by Oberbeck to approve the February 10, 2014 draft minutes. All ayes. Motion passes 5-0.

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

Overview of the City's New Performance Evaluation System. Loy presented the committee with a document that provided an overview of the new performance evaluation system, copies of the three performance evaluation forms that will be used for employees, management, and department heads, and a copy of the customer feedback form. Loy explained to the committee that the new performance evaluation system is ready to be rolled out to the organization and went over the list of outcomes that should occur and the priorities of the performance evaluation process. Wagner asked if union employees would be using the same performance evaluations. Loy said all employees will be using the same performance evaluation forms; however, union employees will receive pay increases according to their contracts rather than based on performance. A timetable was included in the overview document, outlining the evaluation process and when steps are to be completed; Loy covered the steps of the timetable with the committee in greater detail. Loy reviewed the format of the performance evaluations and differences between the three evaluations. A conversation took place about the marginal, proficient, and exceptional rating steps and the performance bell curve. Loy said that the organization will continue to evaluate the system and see what impact it is having and any challenges that departments are having. Loy spent time explaining the competency section of the evaluation, explaining that if a manager wants to rate someone as marginal or exceptional, details will need to be provided explaining the rating. Oberbeck asked if departments should have exceptional defined before the evaluations take place. Conversation took place over how to define marginal, proficient, and exceptional behavior specifically. Loy said that it is in the hands of the managers, not human resources, to define marginal and exceptional for employees they are rating. Loy reviewed the goals section of the evaluation and the overall rating section. Oberbeck asked if all the evaluations that are rated as exceptional could be brought to the HR Committee (without names) to get a better understanding of what an exceptional employee looks like. Gisselman said that reviewing performance evaluations would be micro-managing. Wagner suggested that the department heads come to HR Committee to give an overview of performance in their department. Loy suggested that the process be gone through, the committee looks at the data that will be available, and then determine if the new system is driving performance. Further discussion of evaluation system took place. Loy then went over the pay integration process and how pay increases will be calculated. Wagner asked what would happen if no employees were rated as exceptional. Loy said that the department would risk losing good performers by not differentiating. Lastly, Loy went over the Customer Feedback Form and its intent.

Update on the Crossing Guard Program (Lt. Matt Barnes). Item pulled and will be placed on next month's agenda.

Update on Fire Chief Recruitment. Loy gave an update to the committee on the progress of the Fire Chief recruitment. The Police and Fire Commission is the group that will decide who is chosen for the position. Council allocated up to \$20,000 to hire an outside consultant for the recruitment; Loy stated the reasoning for using an outside consultant was to access passive candidates who might not otherwise apply. 50 applications were received from all over the United States, with only 8 candidates from Wisconsin. The consultant believes the numbers from WI were low due to recent changes to the pension system, eliminated double-dipping.

Gisselman asked how many people from Wausau applied; Loy said there were 4 internal candidates. Sixteen applications were reviewed at the previous Police and Fire Commission meeting, and 5 of those candidates have been selected to come in for an interview. Wagner asked if the City pays for the cost of a candidate who is traveling. Loy said that they would, however all the candidates being interviewed are within driving distance except one, who will be doing a Skype interview. Nagle asked if Loy was disappointed with the amount of people interested in the position. Loy said that he was disappointed with the number of applicants from WI, and believes that the City needs to put more focus on training and development of its police and fire employees for promoting from within since employees from other departments in the state are reluctant to apply. Wagner asked when a decision will be made; Loy said that a decision will be confirmed in April. Wagner asked how Chief Hardel is doing with the Fire Department; Loy said that he is doing a tremendous job.

Future Agenda Items for Consideration. Loy said that he has been meeting with Marathon County, the two school districts, and Northcentral Health Care about creating a joint health plan together. At this time they are in the exploratory phase, but as soon as Loy has any information to bring to the committee he will. Loy said a special meeting may be needed this month and will contact the committee if necessary. Wagner asked for a report regarding the Salamone case. Oberbeck requested an activity report on the animal control service.

Adjourn. Motion by Gisselman to adjourn. Second by Nagle. All ayes. Motion passes 5-0. Committee adjourned.

Romey Wagner
Human Resources Committee, Chair