

DRAFT

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

DATE/TIME: October 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: L. Rasmussen
Also Present: Mayor Tipple, Rae Anne Beaudry (Horton Group), D. Boers, D. Erickson, M. Groat, M. Hite, A. Jacobson, J. Kannenberg, E. Krohn, T. Kujawa, Pat Peckham (City Pages)

Approval of 09/08/2014 minutes.

Motion by Nagle, second by Gisselman to approve the draft minutes from September 8, 2014. All ayes. Motion passes 4-0.

Public Comment on Matters Appearing on the Agenda.

No public comment made.

HR Director's Report.

Public Works Director Recruitment Update: The Human Resources Department sent out a request for proposals for the recruitment and received two proposals. Due to both proposals being the same cost, GovHR USA (Voorhees Associates) was chosen since they have worked with the City recently and are familiar with our organization. Hite said she is expecting a mid-January start date for the new Public Works Director.
Organizational Efficiency & Effectiveness RFP Update: Proposals are due on October 24th. Three firms and a technical college outside of the area have shown interest in conducting this study.
Health Care Consortium Update: RFP's are due on December 1st. Wagner asked how many meetings she's had with the consortium group to put together the RFP. Hite stated that she has attended three meetings, but the group began meeting in the spring. Hite indicated that there will be monthly standing committee meetings of the group to review everything as it progresses.

Discussion and Possible Action of Stand-By Pay.

Hite said that the Water Plant and Wastewater Treatment Plant need to operate 24-hours a day, 7-days a week. Someone needs to be available to respond and attend to any issues at either plant at all times. Stand-by pay would be 9% of base pay. This person would be responsible for carrying a phone and responding to a call at any time during their assigned week. Wagner asked who would be responsible for the scheduling. Hite said that the managers would be responsible. Flexibility would be allowed for trades, but the rotation would need to be fair. Wager said he wanted to make sure that there is a check and balance in place so that it is fair. Hite said that they had to determine if it would be an essential function of the job, and because it has been determined that it is, it will be written into the job description. Nagle asked exactly what the pay would be for stand-by pay. Hite said it will be 9% of their base pay. For example, if the employee makes \$1000 a week, they would receive \$90 for stand-by pay. If the employee is called in, they will be paid for a time worked or a minimum of 2 hours, whichever is greater. Nagle asked what happens if no one wants to be on call? Hite said it will now be a requirement. Wagner asked how often someone is called in. Boers said in a normal winter, usually once a week. Erickson said that wastewater is every couple of weeks. Discussion regarding response time took place. Gisselman asked if there are other departments who need this? Hite said that at this time they are only looking at Water and Wastewater because they are plants.
Motion by Nagle to implement the policy. Second by Oberbeck. Tipple asked if there is an effective date. Nagle amended his motion to implement the Stand-By Pay policy to be effective immediately. Oberbeck agreed.
Motion passes 4-0.

Discussion and Possible Action of Health Insurance Benefits Renewal for 2015.

Hite reminded the committee that the projected cost increase for benefits was initially 8 ½ -11%, or approximately \$500,000. Hite said that Elise Krohn has been instrumental in working with Horton on plan design changes that will have a nominal effect on employee's plans, and Krohn's work has resulted in dropping the cost increase to

approximately \$30,000. Rae Anne Beaudry from Horton Group gave a presentation to the committee for the 2015 health insurance benefits proposal and briefly overviewed the changes.

Motion by Nagle approve the Health Insurance Benefits Renewal for 2015, second by Oberbeck. Motion passes 4-0.

CLOSED SESSION pursuant 19.85(1)(e) of the Wisconsin State statutes for bargaining reasons requiring a closed session for the purpose of considering the following: Wausau Professional Police Association and Wausau Firefighters Association, Local 415 Collective Bargaining.

Motion by Nagle to enter into Closed Session. Second by Gisselman. Roll call vote: Oberbeck, Gisselman, Wagner, and Nagle. Committee went into closed session.

Reconvene into Open Session, and Possible Action on Closed Session Items.

Motion by Nagle to reconvene into open session. Second by Oberbeck. Committee reconvened into open session. No motions made on closed session item.

Future Agenda Items for Consideration.

Wagner said that HR reports will be fine-tuned. Nagle asked for an item concerning citizen surveys on the City's performance be placed on the agenda.

Adjourn.

Motion by Nagle to adjourn. Second by Gisselman. All ayes. Motion passes 4-0. Meeting adjourned at 5:20 p.m.

Romey Wagner
Human Resources Committee, Chair