

DRAFT

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

DATE/TIME: November 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. Oberbeck
MEMBERS ABSENT: L. Rasmussen
Also Present: Mayor Tipple, M. Hite, A. Jacobson, J. Kannenberg

Approval of 10/13/2014 minutes.

Motion by Nagle, second by Gisselman to approve the draft minutes from October 13, 2014. All ayes. Motion passes 5-0.

Public Comment on Matters Appearing on the Agenda.

No public comment made.

HR Director's Report.

- a) Public Works Director Recruitment Update: Hite gave an update to the committee on the Public Works Director recruitment. Resumes are being collected by GovHR USA until December 1, 2014. It is anticipated that a Public Works Director should be hired by the end of January 2015.
- b) Employee Benefits Open Enrollment 2014. Thirteen sessions are available to employees to learn about the new benefit designs. A voluntary vision plan is being offered this year through VSP. Long-Term Disability offering will remain the same. A new Short-Term Disability option may be available upon committee approval. Wagner asked for a wrap up of the meetings after they are completed. Nagle asked what the 2016 benefits will look like; Tipple mentioned the penalties for companies offering Cadillac plans.
- c) Training and Development. Human Resources is providing Leave and Attendance Management training for the Police Department supervisors in December. While some Police and Fire Department supervisors have attended training through CVMIC, this training will supplement the more general training CVMIC provides. Gisselman asked if there is a fee for the training provided. The training is offered free of charge by CVMIC.
- d) Bargaining Update. Three more bargaining meetings for Fire and two more bargaining meetings for Police are scheduled. Hite is hopeful to have both settled by the end of the year.

Discussion of Organizational Efficiency & Effectiveness RFP (Update).

Hite said there were 3 responses to the RFP ranging from \$57,500 and \$112,000. Hite would like guidance on what the committee would like to do next. Hite suggested having department scorecards or LEAN initiative training to enhance efficiency and effectiveness. Wagner asked for an explanation of what LEAN does. Hite explained that LEAN looks at the processes within an organization and involves staff performing the work in evaluating processes. Oberbeck stated his concern of additional staff time needed for such training and believes it would end up costing as much or more than \$57,000, and that to really make changes the City needs to look outside of the organization. Wagner agreed that it would be more beneficial to have outside help. Rasmussen mentioned that an organization in the county recently went through LEAN training and managed to reduce time spent on processes. Rasmussen said the City could try the LEAN approach first and if no results are seen, then turn to an outside source. Hite explained the Department Scorecard option to the committee that would measure efficiency and procedures, and could be measured internally and externally. Nagle sees it as two issues, measuring employees and measuring services. Gisselman said that if the City isn't prepared to make changes, why ask the citizens for their comments? Rasmussen suggested contacting similar cities to find out how they run their organization; network with a group of other cities to make improvements. Wagner stated that a professional consultant would have the knowledge of all cities and how they've run efficiently and effectively. Oberbeck believes an investment in a consultant could save the City money. Tipple reminded the committee that hiring a consultant does not guarantee that money would be saved. The City would have to be committed to make the

changes suggested by the consultant, and that might mean additional costs. Oberbeck agreed that the City may have to spend more money to grow. Wagner questioned whether foundation funding would be available. Hite said she will reach out to UW-Marathon, UW-Point, and the League of WI Municipalities to explore options. The committee will defer any action until next month and Hite will research more options. Further discussion took place regarding the goals of the study. Oberbeck is interested in efficiency, growth, increased revenue, and a vision for growth for the next 5 years. Gisselman wants to look at organizational structure and what changes can or should be made. Wagner is also interested in organizational structure and would like someone to think outside the box for options.

Discussion and Possible Action of Income Continuation Insurance.

Hite explained that this public program that requires committee approval to join. Unlike AFLAC, this policy can be used for illness or injury and is suitable for employees who don't have a lot of sick leave or benefits. The Income Continuation Insurance program is provided through the WI Dept. of Employee Trust Fund and requires 2/3 participation to join. Due to not having to charge a premium this year, Hite believes that 2/3 participation is obtainable. A review would be done in October 2015 to determine if premiums would be charged in the future; there is no cost to the City. Gisselman asked how employees would learn about this option. Hite said employees will be notified of the option during open enrollment. Nagle asked what the cost would be after the first year. Hite said there will be no cost to the City. Hite explained the difference between the AFLAC policy and the Income Continuation Insurance policy.

Motion by Rasmussen approve the option of Income Continuation Insurance for 2015, second by Gisselman. Motion passes 3-2. (*Nagle and Oberbeck were the dissenting votes.*)

Future Agenda Items for Consideration.

Future items for the next agenda include a bargaining update and further discussion and update of the Organizational Efficiency and Effectiveness RFP.

Adjourn.

Motion by Rasmussen to adjourn. Second by Gisselman. All ayes. Motion passes 5-0. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair