

DRAFT

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

DATE/TIME: February 9, 2015 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Board Room  
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen  
MEMBERS ABSENT:  
Also Present: Mayor Tipple, P. Czarapata, N. Giese, M. Groat, W. Hebert, M. Hite, A. Jacobson,  
J. Kannenberg, E. Krohn, T. Kujawa, T. Neal, K. Winters

**Approval of 01/12/2015 minutes.**

Motion by Gisselman, second by Nagle to approve the draft minutes from January 12, 2015. All ayes. Motion passes 5-0.

**Public Comment on Matters Appearing on the Agenda.**

No public comment made.

**Discussion and Possible Action of In-Training Recruitments (Plumbing Inspector).**

Hite stated that skilled trades workers are in high demand and difficult to recruit. The last recruitment for Plumbing Inspector yielded 3 applicants who did not meet the minimum qualifications. Hite would like to implement the ability to hire a candidate who may be close to meeting the minimum qualifications and place them on an in-training program that would provide a plan and timeline of when the person would need to meet the qualifications they are lacking. The person would not be hired at the full rate of pay, but would receive higher pay as qualifications were met. In-training recruitments would only be utilized for hard to recruit positions, and would not be considered if fully qualified candidates applied. Hite will make necessary changes to the Employee Handbook regarding in-training employees if the committee approves of this plan. Wagner asked Hebert for his thoughts; Hebert approved of using an in-training program if needed. Oberbeck questioned how this would work with a Plumbing Inspector if they don't have a Master Plumber license and they're being asked to inspect a Master Plumber's work. Hebert said that state requirement is a Journeyman Plumber certification and Commercial Plumber license. Oberbeck asked about plans that need to be approved; Hebert said the department does not currently approve plans, they are approved at the state level. Hebert also stated that the person hired to the position would need to get a Master Plumber license within 6 months of hire if they don't already possess one. Further questions about the position followed. Hite clarified that a new recruitment will be done and this will be applied to the new pool of candidates if needed. Nagle expressed his concern about the position in terms of water quality control. Oberbeck asked where the position was listed for the recruitment. Hebert and Hite said that mailings were sent out to qualified plumbers and groups, and targeted recruiting was done as well as general recruitment sites. Mayor Tipple said that the tech schools in the area should be notified of this issue so that they can possibly make changes to their programs that would help with produce qualified candidates. Motion by Gisselman to approve the utilization of in-training recruitments, second by Rasmussen. Motion passes 5-0.

**Discussion and Possible Action of Public Safety Leave Accrual.**

Hite spoke to section 8.01 in the Employee Handbook regarding leave accrual that includes "Police Lieutenant and Battalion Chief" in the language. Hite would like to modify this to say "sworn public safety personnel". This will result in internal alignment and will allow anyone promoted to receive the higher rate of accrual. Motion by Gisselman to approve language modification for public safety leave accrual, second by Rasmussen. Motion passes 5-0.

**Discussion and Possible Action of Organizational Efficiency & Effectiveness RFP to Send to Finance Committee.**

Wagner said this item was tabled at the Coordinating Committee and therefore no discussion is needed. When the Coordinating Committee is ready to revisit this item, it will be done and then sent on to the Finance Committee.

**Future Agenda Items for Consideration.**

- Hite will be bringing updates to the General Employee's Handbook to the committee 1-2 chapters at a time over the next year as she makes changes/updates.
- Review compensation plan for School Crossing Guards
- Pay for Performance Compensation system, evaluation process, and examples of exceptional performance. These items will be brought to the committee in the future, before the 2016 budget season begins.
- Revisit idea of HR Committee chair or committee members being involved in department head performance evaluations.
- Discussion of decision matrix and pay philosophy for compensation system.

Any other items that members may want on the agenda should be brought to Wagner or Hite.

**Adjourn.**

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

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Romey Wagner  
Human Resources Committee, Chair