

DRAFT

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

DATE/TIME: March 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 02/09/2015 minutes.

Nagle noted that the minutes during the discussion of the in-training recruitments (Plumbing Inspector) should say he expressed concern about water *and sewer* quality control. Motion by Gisselman, second by Nagle to approve the draft minutes from February 9, 2015. All ayes. Motion passes 4-0. (*Rasmussen absent.*)

Public Comment on Matters Appearing on the Agenda.

No public comment made.

Discussion and Possible Action of New FTE for Lead Abatement.

Hite said on January 14, 2015 she received a request from the Water Operations Superintendent to establish a new position because of a compliance issue. Hite asked Joe Gehin (Interim Public Works Director) and Eric Lindman (incoming Public Works Director) to attend the meeting so that they could speak to the issue. Gehin explained that the City did not meet the compliance requirements for lead testing and spoke about what the City needs to do to be complaint with the DNR. Gehin said that there is a possibility of a retirement in the Water Department later in the year, and if it occurs, the City may opt not to fill that position if someone is hired now. Wagner asked if the City could contract short-term for help. Gehin said that would be costly and it is best to do the work in-house. Nagle asked what happens if the City replaces the lead water mains but the pipes to the house are still lead? (Rasmussen arrived at 4:40 p.m.) Gehin indicated that the City is only responsible for the main to the property, not the service on the property and in the house. Tipple said that he has heard of cities mandating that residents change their lead pipes if the city makes the changes. Wausau would not do this. Further discussion of this item took place. Motion by Nagle to approve a new FTF position for lead abatement. Second by Oberbeck. All ayes. Motion passes 5-0.

Discussion and Possible Action of Inspections Efficiency and Effectiveness.

Hite said that she was asked by alderman Winters to look into combining all fire department and inspection department inspectors. Hite and Hebert have reviewed and discussed this issue, and Hite recommends keeping the current organization model or using a process improvement plan to find out if any efficiencies can be made. If the committee would like to move forward with the proposed model from Winters, a feasibility assessment would need to be completed, entailing code review, capacity of fire department, labor impacts, and cost effectiveness. Rasmussen said that Fire has no capacity to handle the proposed model and looks for different things when inspecting than Inspections does. Gisselman asked who directed this study and how many hours were spent collecting information? Hite responded that alderman Winters asked for the study and that approximately 50 total hours of staff time was used between herself and 3 other employees. Hite said she is bringing this item to the committee for direction. Rasmussen said she would recommend taking no more action on this item. Kujawa said she spoke with the La Crosse Fire Chief to get a better understanding of this organization model and they are still deciding if it is working. Hebert said that Inspections already coordinates with Fire on interior issues, and the rental licensing inspections will really make a difference with these issues. Kujawa said that Fire only has the authority to inspect commercial properties and multi-unit dwellings with common hallways. She believes the departments have worked together well with issues since she's been with Wausau. Rasmussen agreed that they are getting great results now with both departments. Nagle said the City should look for a more wholistic

approach for customer satisfaction; if a Police Officer is out patrolling and notices a violation, they could write it down and tell Inspections about it or issue a citation. Nagle also said that Fire employees who are not EMTs could help out with finding violations. Wagner told Hebert to stay the course and continue to make improvements in his department.

Discussion and Possible Action of Compensation Plan for School Crossing Guards.

Hite did a survey of 17 cities for salary information regarding school crossing guards. It was found that Wausau is in the top 3 for pay. Hite recommends checking salary rates every few years but indicated that no changes need to be made at this time. Discussion regarding the crossing guards took place, and the committee suggests a report by Chief Hardel should be presented to the Public Health & Safety Committee if there are any issues. Wagner asked how this item came to be on the agenda; Hite said that it was an item brought forward by alderman Winters. Wagner said that items for committees should be brought to the chair of the committee.

Performance Planning – Customer Feedback System.

The committee was given a sample of the Customer Feedback form that is available online, and also a mock-up of a business card that directs people to the website address to submit feedback. Oberbeck asked if it was easily accessible. Kannenberg said that it is on the HR webpage and also viewable by clicking the “Contact” button on the main page. The committee asked that the survey link be easily accessible and prominent on the City’s webpage. Oberbeck asked when the new web design would be up and running. Groat said it should be done in the next two weeks.

Health Care Planning 2016 (Krohn).

Hite reviewed that the committee gave her authority in the fall of 2014 to participate in the healthcare consortium. The RFP was put out and the submissions have been reviewed. The consortium has decided to go with BSG. A feasibility study will be conducted (this will take about two months) and at that time, the City will decide if they will continue with the consortium. Krohn provided an overview of the weekly meetings she has attended with the consortium and the data they have been reviewing. Gisselman asked when this would take effect if the City joined. Hite said the goal is to know of 2016, and budget data would be available well in advance of time needed for the budget process.

Recruitment and Selection Process.

Wagner indicated that he’s had questions about the process and how interview panels are determined. Hite reviewed Wausau Municipal Code 2.02.060 with the committee, stating that the HR Director has authority in all aspects of the recruitment and selection process. A chart was prepared showing the steps of the recruitment and selection process used by the City. Wagner said he feels the City has a solid process. Discussion took place regarding the Public Works Director recruitment.

Future Agenda Items for Consideration.

Wagner asked that any items that council members or staff wish to have on the next agenda be submitted to him.

Adjourn.

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

Romey Wagner
Human Resources Committee, Chair