

DRAFT

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

DATE/TIME: January 11, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT: W. Nagle
Also Present: Mayor Tipple, A. Antolik, P. Czarapata, D. DeSantis, M. Hite, E. Krohn, T. Kujawa, E. Lindman, J. Schara, G. Seubert

1. Approval of 01/11/16 minutes.

Motion by Gisselman, second by Oberbeck to approve the draft minutes from January 11, 2016. All ayes.
Motion passes 3-0. (*Rasmussen absent from vote.*)

2. Discussion and Possible Action of Compensation Plan Adjustments – Internal Alignment for: Fire Department Battalion Chiefs, Police Department Lieutenants, and Police Captains.

Wagner explained that he has had talks with the Hite regarding this topic, and in light of the bargaining contracts passed for the Police Department and Fire Department in 2015, it was time to look at any needed adjustments to employees not covered under the contracts who are in supervisory positions to those covered under the contracts. Wagner turned the discussion over to Hite. Hite reviewed with the committee the terms of the contracts for Police and Fire, which give a 2% increase in 2015, a 2% increase in 2016, and a 2% increase in 2017 for those represented under the collective bargaining agreements.

2A. Fire Department Battalion Chiefs. In the Fire Department, Battalion Chiefs are not represented under the collective bargaining agreement, and in the Police Department, Lieutenants and Captains are not represented under the collective bargaining agreement. Hite explained the compression issues that will occur with the 2% increase in 2016 between line staff and supervisors. Hite reminded the committee that the Council approved to set aside money for compensation plan administration in the 2016 budget. Hite clarified that this discussion does not include merit pay, or pay for performance administration. Wagner asked if the employees in these classifications would receive merit pay or pay or performance adjustments; Hite said based on their performance it is possible. Hite said that this is a structural compensation administration issue and is separate for any other issues. The recommendation of Hite and Kujawa is to move two Battalion Chiefs currently making \$24.77 per hour, to \$25.27 per hour when the April 2016 pay increase for Fire contract employees takes place; this would provide a 5% spread. Another adjustment will be needed in January 2017 to maintain a 5% spread, and therefore Hite and Kujawa recommend a pay increase for the two Battalion Chiefs at that time from \$25.27 per hour to \$25.78 per hour. The total cost impact for 2016 would be \$2,639.08; this money would be transferred from the money set aside for compensation plan administration. The total cost impact for 2017 would be \$3,509.67; this money would be requested in the 2017 Fire Department budget. The total cost for this action over two years would be \$6,148.75; this will increase the base budget moving forward. Kujawa said that it is imperative that the department maintains the 5% spread otherwise she will have difficulty promoting people into these positions. Gisselman asked if there are other instances within the City of supervisors having a less than 5% spread from the employees that they supervise. Hite said that she is currently studying this information and will bring her findings back to the committee. Discussion regarding the pay for performance plan administration and raises received by contract employees ensued. Rasmussen asked if the Council funded adjustments to the pay matrix; Hite said that Council approved money for compensation plan administration, to include issues like this one. Gisselman asked if the Transit staff will be affected by compression caused by their contract; Seubert said that the issue was addressed when the new pay for performance plan was put into place in 2014, but there have been no adjustments since then.

Motion by Gissleman to approve the proposed compensation plan adjustments for the two Battalion Chiefs currently making \$24.77 per hour to \$25.27 per hour in April 2016, and to \$25.78 per hour in January 2017. Second by Rasmussen. DeSantis asked Hite if the Fire Marshall position will be looked at for pay adjustment; Hite said that it will be looked at along with all other positions in March for merit pay increased and compensation plan administration. Oberbeck said that has a concern doing pay adjustments one by one, instead of setting a policy that states that supervisors should be paid at 5% above the people they supervise. Hite said that she will provide an analysis of the differential between supervisors and the people they provide immediate supervision to. Gisselman questioned if the City would be prepared to deal with what this would mean for the 2017 budget. Further discussion took place regarding this issue. All ayes. Motion passes 4-0.

2B. Police Department Lieutenants. Hite said that to remove structural compression for Lieutenants, she is suggesting a subset of Pay Grade 6 that would establish a 5% increase in the range for Police Lieutenants. Hite is recommending that any Lieutenant making below \$33.56 per hour when the police contract pay increase is implemented in March 2016, be adjusted. This recommendation affects 7 Lieutenants at an annual cost (with benefits) of \$27,809.11. In talking with the Police Chief and the Finance Department, Hite said that this cost increase can be absorbed by the Police budget due to vacancies within the department, therefore it will be budget neutral. However, going forward, it will add to the base. Gisselman questioned the money being covered by vacancies, as he thought that the Police budget was lowered due to not hiring for vacancies until July 2016. Hite said that two additional vacancies have come up and does not expect them to be filled for at least 6 months due to the recruitment process. Oberbeck also expressed concerns about the funding of these pay increase adjustments. Hite said that this request includes adjustments in the amount of \$12,227.28 for the 2017 budget. Further discussion regarding this item took place.

Motion by Rasmussen to approve the compensation plan adjustments to \$33.56 per hour for 7 Police Lieutenants in March 2016 (a total cost of \$27,809.11 (benefits included)), that will be absorbed by the Police Department 2016 budget, and compensation plan adjustments to \$34.23 per hour for 8 Police Lieutenants in January 2017 (a total cost of \$12,277.27), that will be included in the Police Department 2017 budget. Second by Gisselman. Gisselman asked about if the Lieutenants are all the same people; Hite said that one additional person will be impacted in 2017. All ayes. Motion passes 4-0.

2C. Police Department Captains. Hite said two Captains will be impacted when the contract increases go into effect in March. Again, the Police Department is able to absorb the cost of the adjustments in their current budget. To remove compression in 2016, Hite is recommending these Captains salaries be set at \$87,622 annually, which will be an increase to the department of \$7,885.82 for 2016. Three Captains will be affected with the 2017 contract increases, and Hite is recommending that the lowest hourly pay rate for the Captains be \$42.97 per hour, for a total cost of \$5,465.49 to the Police Department's 2017 budget.

Motion by Rasmussen to approve the compensation plan adjustments for 2 Police Captains to \$87,622 annually in March 2016, that will be absorbed by the Police Department's current budget, and compensation plan adjustments for 3 Police Captains to \$42.97 per hour in January 2017, that will be included in the Police Department's 2017 budget. Second by Oberbeck. All ayes. Motion passes 4-0.

3. CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin State statutes for bargaining reasons requiring a closed session for the purpose of considering the following: Amalgamated Transit Union (ATU) Local 1168 Bargaining.

Motion by Oberbeck to move into closed session pursuant to Section 19.85(1)(e) of the Wisconsin State statutes for bargaining reasons requiring a closed session for the purpose of considering Amalgamated Transit Union (ATU) Local 1168 bargaining. Second by Rasmussen. All ayes. Motion passes 4-0. Committee entered into closed session.

4. Reconvene into Open Session, and Possible Action on Closed Session Item of Amalgamated Transit Union (ATU) Local 1168 Bargaining.

Motion by Rasmussen to send forward to the Common Council, the tentative agreement as presented and approved by the Human Resources Committee between the City of Wausau and the Amalgamated Transit Union (ATU) Local 1168, with the recommendation that it pass. Second by Gisselman. All ayes. Motion passes 4-0.

5. Discussion and Possible Action of New Elected Official Orientation.

Wagner brought this item forward to consider having a retreat orientation for newly elected officials after the upcoming elections. Wagner said it would be beneficial to provide education from an outside source to new council members, as well as current members who will be re-elected, on rules and responsibilities of the council members, committees, and council president. Wagner feels that whoever the new mayor is would also benefit from the same. Oberbeck said he feels that the City Attorney should provide the legal responsibilities for such an orientation. Rasmussen said that when she was elected in 2008 there was an orientation conducted by then City Attorney Nagle. The orientation she attended also provided an understanding of what each department does, and new council members toured facilities. Rasmussen said she feels that providing the same type of orientation with tours of departments and facilities as a council group would be very beneficial and promote teamwork. Tipple said he believes that the League of Municipalities offers training for newly elected officials that could be attended. Rasmussen said that Ruder Ware usually holds a seminar for newly elected officials after elections also. Oberbeck said learning the legal aspects is the most important. Gisselman said he feels that learning the rules is the most important. The committee members agreed that any type of orientation would for all who are elected in April 2016, including returning alderpersons. Further discussion took place regarding this item. Wagner said that he and Hite will work to put something together to move this item forward. Rasmussen said that there needs to be discussion on how council members conduct themselves and how they treat one another, the public and the people. Wagner said that protocols need to be put into the council rules on conduct along with how to handle council members when the protocols are not followed. Hite said that the statutes say Council can do whatever the Council Rules allow, and that other areas (cities) have consequences included in those rule, but Wausau does not. Oberbeck reiterated the need for legal involvement so that issues do not arise. Discussion also took place on the need to get positive stories to the media. No action was taken on this item.

6. HR Director's Report:

6A. Employee Handbook Feedback Sessions.

Wagner said that dates have been set for the sessions, and an email was received hoping that other committee members would be present along with Wagner and Hite. Wagner said that he cannot make the meetings scheduled on the 24th. In discussing the format for the sessions, Hite said that employees have been given a link to the proposed handbook so that they can talk about whatever changes they wish to bring up. Hite said that she will provide a handout to employees who attend for the sick leave cap conversation. Oberbeck suggested asking the employees what issues they have so that those become the topics for the sessions, then having breakout sessions to talk with the employees, and the committee members would then bring the feedback forward during the session. Hite asked for clarification on the format for the sessions, and it was agreed that employees would bring items forward to discuss, and then have 20 minutes in smaller groups to further discuss the issues. Feedback from the sessions will be brought back to the Human Resources Committee, where employees are welcome to attend.

6B. Organization Efficiency Study Update.

Hite reported that the Mayor made a decision not to fill the City Assessor's position permanently until the organizational efficiency study of the Assessment Department is completed. Hite said that she met with Nan Giese and explained the process that will be used to solicit interim City Assessor candidates. Hite will then work with the Interim City Assessor to start the process to review the work of the department for the study.

8. Future Agenda Items for Consideration.

Hite suggested a review of the performance appraisals for Department Heads now that they are completed. Per the discussion of item 2A, Hite will compile information regarding supervisory pay and compression.

9. Adjourn.

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

Romey Wagner
Human Resources Committee, Chair