



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	Human Resources Committee
Date/Time:	Monday, November 14, 2016 at 4:30 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Romey Wagner (C), Gary Gisselman, Becky McElhaney, Tom Neal, Dennis Smith

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

- 1) Approval of 10/10/16 Minutes.
- 2) Discussion and Possible Action on Reclassifications of Exempt and Non-Exempt Employees to Comply with FLSA Overtime Rule Changes.
- 3) Discussion and Possible Action on Authorizing a General Wage Adjustment for Non-Represented Employees of 2% Effective 12/31/2016.
- 4) Discussion and Possible Action on Recommendation of Vendor for Wage Compensation Study.
- 5) Discussion and Possible Action for the Provision of Assessment Services.
- 6) Discussion and Possible Action on revised Employee Handbook.
- 7) Discussion and Possible Action on Day and Time Change for Human Resources Committee Meeting.
- 8) Update on Human Resources Director Position and Community Development Director Assessment.
- 7) Adjournment.

Romey Wagner, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 11/11/2016 at 2:30 PM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

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Other Distribution: Media, Alderperson, Mayor, Department Heads, City Departments, Union Presidents.

DRAFT

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

DATE/TIME: October 10, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, M. Barnes, N. Giese, M. Groat, D. Hampson, J. Hardel, A. Jacobson, E. Krohn, S. Lang, E. Lindman, J. Schara

Approval of 09/12/16 Minutes.

Motion by Neal to approve the Human Resources Committee minutes from September 12, 2016. Second by Gisselman. Gisselman questioned why some items listed as future agenda items on last month's minutes are not on this month's agenda. Wagner responded that items dealing with wage increases will be on the November agenda after discussion of the wage compensation study item on this agenda. Jacobson said that she and Human Resources are working with outside legal counsel and it was advised that any issues with wages be looked at after a wage study is complete. All ayes. Motion passes 5-0.

Discussion and Possible Action on Recommendation of Vendor for Wage Compensation Study.

Wagner opened the discussion by saying that everyone received a brief breakdown of information from the vendors who submitted proposals, and that a comparison cannot be made by the information provided. Wagner said that price cannot be the determining factor, and that the committee members and select staff need to take the time to look at all the proposals thoroughly to make an informed recommendation. Neal recommended using public information to perform a market study to determine if the City's employees are receiving comparable pay. Neal said that the committee shouldn't just be looking at "who" but also "why". Wagner asked if staff was able to gather the needed information to perform a market study or if a professional service is needed. Groat said at the present time, she feels that the City has a compensation plan that no one understands and it is a major problem. Wagner asked if the City needs to start over and put a different compensation plan in place. Jacobson agreed with Groat and said that vendors will have access to information that will not be available to the City. Discussion took place as to what the City needs to look at – wage compensation, compensation plan, or both. Mielke said he doesn't feel that pay for performance works well in the public sector setting and it isn't good for morale since no one understands the compensation plan. Discussion took place regarding how the pay for performance system was implemented and other options for the City. Wagner said he believes an expert needs to come up with a system that will work for the City. Gisselman said that since this agenda item was to recommend a vendor for a wage compensation study and the discussion has deviated, he is not ready to vote on this item. Neal believes that plans used by other cities should be available for the City to review and consider, and questioned if anyone has contacted other cities for information on their compensation plans. Smith agreed with Neal. Krohn said that she is aware of other municipalities that are going through the same process that Wausau is, and municipalities are choosing a variety of compensation plans to fit their needs. Wagner asked if that information would be available to the City; Krohn said that she can gather data on what other comparable municipalities are doing, along with any information they are willing to share, to make a better determination of how to proceed. Discussion took place regarding the RFP, process and proposals.

The committee decided to review the submitted proposals and discuss at the next meeting. No motion was made on this item.

Discussion and Possible Action Approving Creation of Lab Technician Position in Wausau Water Works (1 FTE).

Lindman explained that this would be a new position within the department. Wagner quickly explained to the committee that they are to determine if a new position is needed, not determine if the City can afford it, as that is

the responsibility of the Finance Committee. Lindman explained that the Lab is currently run by interns who are in school and are not always available when needed. Lindman expects more regulations to affect the department in the near future, and having a full-time Lab Technician would allow the department to complete all the work required for testing, samples, reporting, etc., effectively. The Lab Technician position would eliminate the need for lab interns.

Motion by Neal to approving creation of Lab Technician position in Wausau Water Works (1 FTE). Second by McElhaney. Lindman said that the position is funded through the utility, not through the levy. It was determined that this item does not need to be approved by the Finance Committee. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving Creation of Administrative Assistant II Position in Wausau Water Works (1 FTE).

Lindman explained that this added position would be with the Water Department. This position would help with reporting, logging, day-to-day operations, as well programs that are currently contracted out. This position would be responsible for monitoring and tracking various programs. Wagner asked if this position is funded the same as the Lab Technician position; Lindman said yes.

Motion by Gisselman approving creation of Administrative Assistant II position in the Wausau Water Works (1 FTE). Second by Smith. No further discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving Elimination of the Senior Sewer Maintainer Position and Approving Creation of the Sewer Maintenance Supervisor Position in Wausau Water Works (1 FTE).

Wagner asked if this item was to change the title of the position. Lindman explained that he began looking at the organization of the department in 2015 and that the superintendent was the supervisor for everyone at the Wastewater Plant. Lindman said that having the superintendent supervise all the employees is not efficient; he would like to take the Senior Sewer Maintainer and the Senior Plant Mechanic positions and change them into supervisory positions. Lindman said that when the positions are rewritten they will be advertised. Neal asked how the position would change; Lindman said that the position would be gaining responsibilities and allowing the superintendent to manage the plant as a whole rather than trying to supervise maintainers.

Motion by Gisselman approving elimination of the Senior Sewer Maintainer position and approving creation of the Sewer Maintenance Supervisor position in Wausau Water Works (1 FTE). Second by Smith. No further discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving Elimination of the Senior Plant Maintenance Mechanic Position and Approving Creation of the Wastewater Plant Operations Supervisor Position.

Lindman said that this is the same situation as the request for the creation of the Sewer Maintenance Supervisor position, only on the Wastewater Plant side.

Motion by Neal approving elimination of the Senior Plan Maintenance Mechanic position and approving creation of the Wastewater Plant Operations Supervisor position. Second by McElhaney. No further discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving the Creation of a Deputy Chief Position and the Elimination of a Patrol Captain Position in the Police Department.

Hardel explained that the department used to have a Deputy Chief position and it was eliminated about three years ago to flatten the department's organization. Hardel said that the current organization of the department is not working; when he is not there, a Captain who specializes in either patrol or detective is often left to make decisions for another bureau. Hardel said that he needs someone who is able to oversee all department operations. Smith said that he agrees with the request to eliminate any interruptions in the command structure. A question was posed by Neal as to the duties that would fall on the Deputy Chief. Hardel said that the Deputy Chief would continue to have some of the patrol duties, as well as the other bureaus. Wagner said that the change sounds like

a great opportunity for staff to develop and have the opportunity to learn, and be viable candidates for when positions become open.

Motion by Neal to approve the creation of a Deputy Chief position and eliminate a Patrol Captain position in the Police Department. Second by Smith. Gisselman asked if there will be a national search to fill the position. Hardel responded that it will be an internal search. Gisselman asked if there is a reason why a national search will not be done. Hardel said that he has been developing staff internally ever since he became Chief, and there are two Captains that will be available for the promotion. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving Creation of two (2) Administrative Positions Within the Police Department (each .5 FTE).

Barnes said that the department has been overwhelmed with clerical work. The department has hired summer help from college students to try to ease the load, but it has not been the answer. Barnes explained that the Wausau Police Department has 3 clerical staff; in 2012 they did a survey of comparable agencies and found that they had the lowest number of clerical staff per officer. In 2015, Krohn did a survey with comparable agencies within the state and Wausau is still the lowest in clerical support staff. Barnes explained how the workload has increased over the years due to an increase in call volume, requests, and also the new technology that the department is utilizing. Barnes said they are requesting 2 part-time positions for cost savings; 1 full-time position would cost the department and City more for benefits. Barnes shared that the department paid \$17,000 in 2013 for overtime, in 2014 the cost for overtime was \$34,000, and \$23,000 in overtime in 2015. Barnes believes that if the positions are approved for the department that overtime will be eliminated.

Motion by Smith to approve the creation of two (2) Administrative positions within the Police Department (each .5FTE). Second by Neal. No further discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving Creation of a Youth Safety Coordinator Position (Civilian) in the Police Department (.25 FTE).

Barnes said that Officer Pilsner recently retired; she spent most of career working on youth safety initiatives. After Pilsner's retirement, the department was left to figure out who would have time to fill the gap left. Pilsner is currently back at the department on a temporary/seasonal basis to take care of the youth safety initiatives; she runs Safety City, a 2-week program that educates young kids on bike safety, stranger safety, how to cross the street, and other things. She also works with schools and the Safety Patrol program; this requires working with each school, training the kids, events and educational programs. Lastly, Pilsner is a master trainer for car seat installation and safety, and also helps run the computer systems for the distracted driver simulators.

Motion by Neal to approve the creation of a Youth Safety Coordinator position (civilian) in the Police Department. Second by Smith. No further discussion. All ayes. Motion passes 5-0.

Discussion and Possible Action on Authorizing Research and Analysis of Options for the Provision of Assessment Services.

Wagner explained that the City Assessor position has not been filled since the retirement of Giese, and now two other positions are vacant. Wagner said this provides an opportunity to discuss how to put the department back together or look at other options, including privatization or a hybrid model of City staff and contracting services. Giese introduced Hampson to provide the committee with information on in-house assessment versus contracting services. Hampson began speaking to the committee regarding the Assessment Department during the last 6 months. Wagner asked Hampson to stop when it became evident that the information being provided was off topic. Jacobson explained that recruitment was done for the City Assessor position this summer; an offer was made that had to been withdrawn. The position was advertised again and 2 applications were received. Jacobson said that now is a good time to decide how the committee wants to proceed. She went on to say that she has contacted Stevens Point to find out how they provide services with a staff/contract system in place. Neal said that he would be interested in finding out more about what other municipalities are doing and how it's working for them; saying that the information should be available to the City without having to hire a consultant. Gisselman

questioned why the committee should look at other options when the current structure seemed to be working fine. Wagner said that because of the 3 vacancies, it is an opportune time to re-evaluate the needs of the City and look at options available. The committee could choose to keep the structure the same or take a different direction. Jacobson in response to Gisselman's question, explained that Giese submitted her notice of retirement in December of 2015; the former mayor decided to study the topic of departmental organization in January and not replace the City Assessor position at that time; Council authorized a study by NTC to conduct an efficiency and organizational study, beginning with the Assessment Department. The study never took place due to staff leaving NTC. Therefore, the topic of options for the Assessment Department was first brought up in January of 2016. Wagner suggested a committee of City staff research what other municipalities are doing. Wagner also suggested that a temporary contractor may need to be hired to fill in what's not getting done with 3 vacancies in the department.

Future Agenda Items.

Items from Lindman regarding wage increases for consideration.
Employee handbook.
FLSA laws and compliance.

Adjournment. Motion by Smith to adjourn. Second by Neal. All ayes. Motion passes 5-0. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair