



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, June 12, 2017 at 4:30 PM**
Location: City Hall (407 Grant Street) – Council Chambers – 1st Floor
Members: Romey Wagner (C), Gary Gisselman, Becky McElhaney, Tom Neal, Dennis Smith

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of 05/08/17 Minutes.
- 2) Update on City Assessor Recruitment
- 3) Update on Senior Human Resources Generalist Position. (HR)
- 4) Update on Status of Labor Agreements Between the City of Wausau and the Amalgamated Transit Union, Wausau Firefighter Association and the Wausau Professional Police Association
- 5) Discussion and Possible Action on a Recommended Pay Adjustment System with Guidelines and Procedures to be Implemented Prior to a Wage Study.
- 6) Future Agenda Items.
- 7) Adjournment.

Romey Wagner, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 06/07/2017 at 4:00 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.**

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at 407 Grant Street, Wausau WI 54403 or Phone (715) 261-6620.

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

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

DATE/TIME: May 8, 2017 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, S. Boers, J. Gehin, M. Groat, A. Jacobson, J. Kannenberg, C. Langbehn, T. Larsen, E. Lindman, S. Lipscomb, P. Peckham, V. Swanborg, T. Vanderboom

Wagner called the meeting of the Human Resources Committee to order and indicated that he wished to move item 2 forward.

Introduction of New Human Resources Director.

Wagner introduced Toni Vanderboom as the new HR Director for the City of Wausau. Vanderboom introduced herself to the committee and gave a brief overview of her previous experience and said that she is excited to be with the City. Mayor Mielke welcomed Vanderboom.

Approval of 04/10/17 Minutes.

Motion by Neil to approve the Human Resources Committee minutes from April 10, 2017. Second by Gisselman. All ayes. Motion passes 5-0.

Discussion and Possible Action to Reclassify the Senior Human Resources Generalist Position. (HR)

Wagner said that he talked with Vanderboom prior to the meeting to discuss this change and indicated that Vanderboom is in favor of the change to the position.

Motion by Neil to approve the reclassification of the Senior Human Resources Generalist position. Second by McElhaney. Wagner asked if there were any comments. Gisselman questioned how this item came to be. Wagner provided the history of the position and said that the changes will provide a cost savings and eliminate unnecessary requirements. Wagner went on to say that it was a good time to review the position due to staff changes. All ayes. Motion passes 5-0.

Discussion and Possible Action to Approve Inclusion of C-CIT Employees with the Health Insurance Benefits Renewal for 2018. (C-CIT)

Wagner asked for a motion on the item. Motion by McElhaney to approve inclusion of C-CIT employees with the health insurance benefits renewal for 2018. Second by Gisselman. Wagner asked Maryanne Groat to come forward to speak on the topic. Groat said that she talked with Jim Berry and he provided information that the claims for the C-CIT group were approximately 70% of the premiums collected, and that historically, the larger the pool of participants the better. C-CIT employees are paying the same premiums as all other City employees. Berry said that keeping C-CIT on the City's plan is in the City's best interest; if the group had to go out to the market for insurance, they would most likely pay more, and that cost would be passed along to the City through higher cost for services.

Wagner said at the previous meeting, the possibility of extending the City's commitment beyond one year was discussed and asked for Mielke or Jacobson to speak on this. Mielke said that the City is not able to guarantee coverage for employees based on outside factors for an extended period of time, though he would like to be able to. Mielke said that he is comfortable reviewing it every year just as for the City employees. Wagner said he would like to be able to include the group with our employees for a longer commitment. Jacobson said that they could be included somehow as "employees" for the purposes of shopping for benefits for a period of time, but the City cannot guarantee what benefits will be available to them, nor City employees from year to year.

Vanderboom said that she agrees the C-CIT employees could be included when shopping for insurance with no guarantee of what specific benefits will be available. Wagner asked if the motion could be amended or adjusted to 3 years; McElhaney and Gisselman agreed. All ayes. Adjusted motion passes 5-0.

Discussion Regarding an Effective Pay Adjustment System with Guidelines and Procedures to be Implemented Prior to Wage Study.

Lindman discussed how this item came to be on the agenda in lieu of the item he had initially brought forward to the placed on the agenda, asking for a pay adjustment for two employees. Lindman described how hiring practices have changed and the need for an overall process to be put into place to help with pay adjustments until a wage study can be done. At this time, the only system in place is to bring each request to the HR Committee.

A consensus was reached that Vanderboom will be tasked with this project and to bring back a suggested process. Vanderboom indicated that she cannot provide a firm timeline as to when the project might be completed but can certainly have at least a progress report or draft to bring back in June, but at best, a process. Lindman asked if he can bring the request for the two employees back in June. Wagner said yes.

Jacobson thanked Lindman for his patience and accommodating the request to delay his agenda item. Jacobson said that at this time, an on-going system is not in place and gave a brief history of the pay system and adjustments since 2014, indicating that the new system was never fully implemented and maintained, creating problems with pay. The reason for bringing this item forward is to put a pay adjustment system in place that can be utilized fairly.

Future Agenda Items.

Neil would like the wage study RFP placed on a future agenda.

Wagner would like discussion of a City Administrator placed on a future agenda.

Adjournment.

Motion by Neil to adjourn. Second by McElhaney. All ayes. Motion passes 5-0. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair