



## 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:	<b>Human Resources Committee</b>
Date/Time:	<b>Monday, June 11, 2018 at 4:30 PM</b>
Location:	City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor
Members:	Becky McElhaney (C) Gary Gisselman, Dawn Herbst, Tom Neal, Mary Thao

### AGENDA ITEMS FOR CONSIDERATION

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- 1) Approval of 5/14/2018 Minutes.
- 2) Human Resources Report.
- 3) Informational Item on Bid Process for the Employee Assistance Program.
- 4) Update on the City of Wausau Wage Study by Arthur J. Gallagher & Co.
- 5) Update on the Biometric Screening Process.
- 6) Discussion on Public Safety Psychological Evaluation Process and Future RFP
- 7) Discussion and Possible Action Regarding Reclassification Request for Senior Equipment Operator.
- 8) Future Agenda Items.

Becky McElhaney, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 6/08/2018 at 11:30 AM

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: May 14, 2018 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Gary Gisselman, Dawn Herbst, Becky McElhaney, Tom Neal  
MEMBERS ABSENT: Mary Thao  
Also Present: Mayor Mielke, T. Baeten, D. Hampson, T. Larsen, S. Lipscomb, T. Vanderboom

Toni Vanderboom called the meeting of the Human Resources Committee to order.

**Select a Chairperson and Vice Chairperson for the 2018-2020 term.**

Vanderboom asked for nominations for chairperson of the Human Resources Committee for the 2018-2020 term. Gisselman nominated Becky McElhaney for chairperson. Second by Neal. Vanderboom asked if McElhaney would accept the nomination; McElhaney said yes. All ayes. Motion passes 4-0. Vanderboom asked for nominations for vice chairperson. Neal nominated Mary Thao. Vanderboom indicated that Thao cannot accept the nomination while absent, so asked if the committee would like to defer the vote to the next meeting. The committee agreed.

**Establish Regular Meeting Date and Time for 2018-2020 term.**

McElhaney asked if there were any thoughts about the date and time of the meetings for the 2018-2020 term. All present indicated that the date and time works for them. With no suggestions for change, it was determined to keep the Human Resources Committee meeting on the 2<sup>nd</sup> Monday of the month at 4:30 p.m.

**Approval of 4/09/2018 Minutes.**

Motion by Neal to approve the Human Resources Committee meeting minutes of April 9, 2018. Second by Gisselman. All ayes. Motion passes 4-0.

**Presentation on the Upcoming Process of the City of Wausau Wage Study by Arthur J. Gallagher & Co.**

Vanderboom provided an overview of this item, stating that the City of Wausau issued an RFP for a vendor to conduct a wage study in 2016. In the fall of 2017 Arthur J. Gallagher & Co. was approved by the HR Committee and Council to conduct the wage study. Human Resources has been updating job descriptions as needed and ensuring that all documentation that will be provided to the vendor is correct and up-to-date. On-site presentations for employees with the vendor have been rescheduled to May 30<sup>th</sup>.

A remote presentation on the wage study process was provided by Mike Verdoorn from Arthur J. Gallagher & Company.

**Human Resources Report.**

Vanderboom began by explaining that all reclassification requests the department has received are being handled through the upcoming wage study; the department has received one formal request and several informal requests. Vanderboom continued through the report and noted that an additional section has been added that provides why FMLA requests were denied by Human Resources; this information was requested at the last committee meeting.

Motion by Gisselman to approve the Human Resources Report. Second by Neal. All ayes. Motion passes 4-0.

### **Informational Item on Post-Employment Health Plan Account Corrections.**

Vanderboom explained that certain represented employees and employees hired before January 1, 2013 can have a portion of their sick leave balance converted to its monetary value and contributed to a post-employment health plan (PEHP). Vanderboom explained that the money can be placed into two different accounts – a universal or a premium account. The universal account has equal dollar funding put into it. The premium account is funded by a percentage or diverted accumulated leave dollars. Vanderboom explained that the City had been placing money into the universal account instead of the premium account. Because the money from employees is a percentage of accumulated leave dollars, the accounts must be changed to premium accounts. Vanderboom said that the City is working with Nationwide, the vendor for the accounts, to move 13 employees who were placed in the incorrect accounts over the past two years to the correct accounts. The City must make this correction to comply with IRS regulations. An additional 23 employees from 2012 – 2016 may also be affected if accounts for them must be adjusted.

Gisselman asked if both accounts can be used for prescription drugs; Vanderboom said because the City does not contribute equal funds, the money can only be used for premiums, and this is determined by the IRS, not the City. Vanderboom explained that this issue was recently discovered and Human Resources is researching the City's administration of PEHP under previous staff. At this time Human Resources is unable to find any documentation indicating that retirees should have been placed in the universal account, and therefore corrections are being made.

### **Discussion and Possible Action Regarding Creation of New Job Titled Community Communication Specialist.**

Vanderboom said this request was received from the Police Department and is a part-time videographer position that would be ineligible for benefits; this position would be responsible for creating and editing original video content. The position would be funded by reallocating some funds from the Community Services Officer program. Currently command staff is creating and editing videos for the department, therefore the command staff would be relieved of these duties.

McElhaney inquired about the funding for this new position and if a Community Services Officer (CSO) would be working less in hours in the CSO capacity. Vanderboom said that the number of CSO's hired is dependent upon the funding set aside by the department; all CSO positions work on an as-needed basis, as would this new position.

Neal said that he is a big supporter of the CSO program and asked if this would mean one less person out on the street during the summer as a CSO. Captain Baeten said that 10-12 CSO's will be hired for this summer and the hours they work vary. Baeten explained that the Community Communication Specialist would be a great benefit to the department and to the City – since posting videos in 2015, the videos have been seen by over 400,000 viewers which show the public what the department does and showcase Wausau. Baeten also feels that the videos help promote interest for future Police Officers in their department and help with finding quality candidates. Baeten said he envisions this position working 10-15 hours per week to create more department videos and possibly training videos for the department.

Motion by Neal to approve the creation of Community Communication Specialist. Second by Herbst. All ayes. Motion passes 4-0.

### **Discussion and Possible Action Regarding Processing Wausau Fire Department Ambulance Services as In-Network.**

Vanderboom explained that health insurance companies do not usually contract with ambulance services; ambulance service is subject to in-network rates, and employees covered by the City's health insurance are responsible for any cost above what is "usual and customary." A resolution for this item proposes that employees and covered dependents who utilize ambulance service from the Wausau Fire Department would be responsible for the in-network deductible and out-of-pocket expenses, and the City would be responsible through the self-

funded insurance to cover the remainder of those costs. McElhaney asked if the City can do this because it is self-funded; Vanderboom said yes.

Motion by Herbst to approve processing Wausau Fire Department ambulance services as in-network. Second by Neal. All ayes. Motion passes 4-0.

**Future Agenda Items.**

Neal said that he would on-going updates on the wage study.

**Adjournment.**

Motion by Gisselman to approve adjourn. Second by Herbst. All ayes. Meeting adjourned.

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Rebecca McElhaney  
Human Resources Committee, Chair



# HR PERFORMANCE REPORT

## Core Services

### *Classification & Compensation*

#### Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

#### Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

### *Employee Benefits*

#### Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied
72	57	7	8

#### Reasons why denied under FMLA

Paperwork not returned	Insufficient years of service	Condition does not qualify
7	1	

#### Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
10	2	5



## HR PERFORMANCE REPORT

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### *Employee and Labor Relations*

#### Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
1	1	0	0	0	1

#### Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Kraig Kruzan	Fire	Acting Battalion Chief Assignments	2/26/18	Step One (held in abeyance, parties are working toward a mutually agreed upon resolution)



# HR PERFORMANCE REPORT

## Recruitment & Selection

### New Hires

Employee Name	Job Title	Hire Date
Zachary Kempf	Street Maintainer	02/26/18
Scott Edwards	Street Maintainer	04/02/18
Aaron Karlen	Police Officer	04/09/18
Jacob DeClerc	Firefighter/Paramedic	04/27/18
Christopher Berndt	Firefighter/Paramedic	04/27/18
Troy Venus	Firefighter/Paramedic	04/27/18
James Marchel	Bus Operator I	05/07/18

Seasonal Hires: (9) Community Service Officers, (2) Engineering Aides, (2) Water Dept. Aides, (2) Yard Waste Site Attendants, (1) Maintenance Aide, (5) DPW Aides.

### Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
10	7	3	0

### Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Michael Becker	Firefighter/Paramedic	Fire Lieutenant	Gary Lech	01/01/18
Nathan Pauls	Detective	Patrol Lieutenant	Mark Pankow	01/03/18
Edward Hintz	Bus Operator I	Bus Operator II	Andrew Klaschus	01/08/18
Benjamin Bliven	Deputy Chief	Police Chief	Jeffrey Hardel	02/26/18
Matthew Barnes	Detective Captain	Deputy Chief	Benjamin Bliven	02/26/18
Benjamin Graham	Patrol Lieutenant	Detective Captain	Matthew Barnes	02/26/18
John Phillips	Police Officer	Patrol Lieutenant	Benjamin Graham	02/25/18
Quinn Ambrosius	Firefighter/Paramedic	Fire Lieutenant	Mike Tuilsaari	03/11/18



## HR PERFORMANCE REPORT

### Active Recruitments

Job Title	Number of Vacancies	Date Vacant	Status
Police Officer (2017-2018)	1	01/02/18	Conditional Offer Candidate in Process
Bus Operator I	1	01/08/18	Collecting Applications
Firefighter/Paramedic	3	9/26/17, 12/27/17	CVTC Recruitment
Project Engineer	1	04/20/18	Collecting Applications through 6/17
Police Officer	2 (+1 future)	04/11/18, 04/12/18	Candidates in Process
Equipment Operator (internal)	1	12/01/17	Pending Conditional Offer
Senior Property Appraiser (internal)	1	2016	Interview Process

### Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status
Deputy Fire Chief	1	05/18/18	In Review



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Toni Vanderboom  
Director of Human Resources

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TEL: (715) 261-6634  
FAX: (715) 261-0323

## HUMAN RESOURCES DEPARTMENT

June 11, 2018

Dear Interested Parties,

The City of Wausau is pleased to release a **Request for Proposal (RFP)** for Psychological Evaluation services for current and prospective sworn Fire Department and Police Department employees.

Event	Date
1. RFP Released	June 12, 2018
2. Proposals Due	July 9, 2018
3. Proposals Review	July 30, 2018

Questions and/or additional information on the RFP should be directed to:

Toni Vanderboom, Human Resources, [toni.vanderboom@ci.wausau.wi.us](mailto:toni.vanderboom@ci.wausau.wi.us)

Sincerely,

Toni Vanderboom  
Human Resources Director

## **Background Information**

The City of Wausau conducts pre-employment psychological evaluations for sworn Fire Department and Police Department personnel. The City of Wausau utilizes this screening to determine if candidate meets the established psychological requirements for employment, is free from emotional or mental conditions which may inhibit his/her ability to perform the job duties, and that the candidate is capable of withstanding the psychological demands of the position. The Departments also utilize psychological assessments as needed to perform fitness for duty evaluations.

### **Fire Department**

**MISSION:** To provide rapid, professional emergency services to protect and enhance the community.

**DEPARTMENT RESPONSIBILITIES:** The City of Wausau Fire Department is responsible for developing, coordinating, planning, implementing and administering all aspects of fire protection and emergency medical services response for the City of Wausau and contracted areas. The operational responsibilities include fire suppression, emergency medical services, fire prevention education, code enforcement, administration, rescue, training, fire/arson investigation, and building/equipment maintenance. The main function of the fire department is to protect and enhance our community by providing emergency response services, public education and code enforcement.

### **Police Department**

**MISSION:** The Wausau Police Department strives for excellence in policing by partnering with the community to enhance the quality of life.

**DEPARTMENTAL RESPONSIBILITIES:** The Wausau Police Department has established the following goals in an effort to provide the highest quality and best community service that it can offer:

- To focus department resources toward a pro-active approach to the prevention of criminal activity within the City, in addition to detection, apprehension and prosecution of criminal offenders.
- To implement community policing and problem-solving strategies and foster constituent participation and partnership to combat criminal activity. By working with neighborhoods, business leaders, schools, and other government agencies, the Department will actively pursue remedies to their concerns.
- To effectively and efficiently facilitate the safe movement of vehicles, pedestrians, and bicycles on city streets in order to reduce vehicle accidents through education, awareness, and selective enforcement programs designed to increase safety.
- To work with City officials in developing strategic planning for the city as a whole, and the police department.
- To provide a working environment that promotes employee growth and development, while ensuring high quality, efficient and cost effective services. The Department will accomplish this through expanded use of active recruitment of applicants, career development, training opportunities and upgraded technology.

## **Scope of Service**

The City of Wausau is committed to providing quality service to its citizens. Members of the Police and Fire Departments hold positions of authority in the community, and are subject to psychological and emotional rigors during the course of their job duties. The City of Wausau seeks a psychological evaluation process to assist in evaluating a candidate's psychological state, to assist in the selection of qualified candidates and protect public trust.

Psychological evaluations must consist of valid and defensibly sound evaluation methods. The evaluator must be aware of and operate within the guidelines of employment law governing employment-related psychological evaluations including local, state, and federal statutes, regulations, and case law. Evaluations should be consistent with the American Psychological Association's Professional Practice Guidelines for Occupationally Mandated Psychological Evaluations and the IACP Police Psychological Services Section's Preemployment Psychological Evaluation Guidelines, as well as all other ethical standards of the examiner's profession.

Selected vendor must be registered to work within the State of Wisconsin, or willing to register before work may be performed.

## **Desired Outcome**

Development of a timely and defensible psychological evaluation for sworn Fire and Police Personnel, specifically pre-employment evaluations for prospective candidates and fitness for duty evaluations of current incumbents. Evaluation must consist of a written report including a recommendation or non-recommendation for hire, and evidence supporting that recommendation. Hiring needs of the City require that the vendor be able to process evaluations for up to 20 candidates in a timely fashion.

## **Proposal Format and Required Information**

Proposals must include:

- Name and address of the vendor. Provide the name and telephone number of the individual to whom all inquiries about the proposal should be addressed. List any local offices.
- Provide names and resumes of the specific individuals who will be assigned to this project. Resumes should include title, certifications/licenses, number of years' experience in the field, other work-related experience, and specific experience in public safety psychological evaluations.
- Provide references for not less than three customers, including at least one municipal reference. Public safety experience is preferable. Include a brief description of the services provided, a contact name and a contact phone number.

- Provide a copy of a sample evaluation report.
- The proposal must be based upon the “scope of services” included within this Request for Proposals. Discuss the approach to be used in conducting an evaluation, including ability to customize based on the departments’ needs and any technology that is to be utilized. Projected timeline for completion of a candidate’s psychological evaluation broken down to a step-by-step schedule should also be included.
- Provide an explanation of the test battery that will be utilized for evaluative purposes. Include an explanation of the benefits of each test, any weaknesses, and documented reliability, validity, and other empirical evidence supporting their use in the pre-employment evaluation and fitness for duty evaluations of public safety personnel.
- Provide information on the financial strength of the company. Specify whether the company is currently registered to work within the state of Wisconsin, or whether it will be registering in the future (should the contract be awarded).
- Indicate the cost projections for the services. The fee quoted should include a total maximum, with alternative or additional cost items listed separately.

Any costs incurred in the development of the response to this Request for Proposals are born by the responder. The City of Wausau is not responsible for any costs incurred in formulating a response, or any other costs incurred (such as mailing expenses)

### **Evaluation Criteria**

Weighting of criteria is used by the City as a tool in selection the best proposal. The City may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation of a contract award.

Evaluation of Proposals will be based upon the quality and the content of the responses. The following elements will be the primary considerations in evaluating all submitted proposals:

- Scope of service and the degree to which the proposed product meets city needs  
(Weight: 50)
- Ability and experience of vendor and staff  
(Weight: 40)
- Cost  
(Weight: 10)

Respondents with the top rated proposals may be required to give a presentation and/or interview with the review panel.

Proposals shall meet the following criteria:

1. Proposals shall be prepared on standard 8.5 x 11” letter-size paper
2. A digital copy of the Proposal shall be emailed to [toni.vanderboom@ci.wausau.wi.us](mailto:toni.vanderboom@ci.wausau.wi.us)

The City reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability

- Award a contract of the basis of initial offers received, without discussions or requests for best and final offers
- Negotiate the nature and scope of the project before final Committee and Council approval

Send proposals by 12 noon on June 12, 2018 to the attention of:

Human Resources Department  
407 Grant Street  
Wausau, WI 54403-4783  
Phone: 715-261-6802  
[toni.vanderboom@ci.wausau.wi.us](mailto:toni.vanderboom@ci.wausau.wi.us)

DRAFT



**TO:** Toni Vanderboom, Director – Human Resources

**FROM:** Eric Lindman, P.E.  
Director of Public Works & Utilities

**DATE:** April 27, 2018

**SUBJECT:** DPWU Streets & Maintenance Division – Add Sr. Equipment Operator

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The current personnel structure within the Streets Division of DPWU (specific to the Street crew personnel) consists of the following employees:

- 2-Senior Equipment Operators
- 18-Equipment Operators
- 4-Street Maintainers
- 2-Traffic Maintainers

We currently manage the 26 employees on the street having only two Sr. Equipment Operators or “Leads”. The “Leads” manage the crews on the street and keep in constant contact with the supervisors to in order to keep track of the work tasks and assign other work as necessary. Many times the workforce is broken up into more than two crews to accomplish work leaving one crew to be supervised/managed by an Equipment Operator or other employee. Some of the challenges and issues with having only two Sr. Equipment Operators:

1. The Sr. Equipment Operators are in charge on the street and there should be one for each crew.
2. We run into issues during snow events and other high demand times where Sr. Equipment Operators have scheduled time off and their leave was denied/cancelled as we needed two “Leads” to manage the crews on the streets.
3. The Sr. Equipment Operators are rotated on the On-Call list. Currently we have our Fleet Manager as part of the On-Call list and because he is not intimately involved in the street maintenance and more involved with the fleet and mechanics it would be beneficial to remove him from the On-Call list.

I have included an organizational chart, it is currently just a draft, to help you understand the overall structure of the Department of Public Works and Utilities. The proposed plan is not to add additional employees but to make one Equipment Operator a Sr. Equipment Operator and then make one Street Maintainer an Equipment Operator. We would propose to advertise internally for the positions and select from the candidates that apply. Making this change we feel will benefit the organization overall and most importantly establish a stronger structure within the streets division.

