

PERSONNEL COMMITTEE MEETING
Monday, May 13, 2013 – p.m. 7:04 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Alderpersons Moore, Patton, Slowinski, Phillips

EXCUSED: Alderman O'Meara

ALSO

PRESENT: Mayor Halverson, C/T Ladick; City Attorney Beveridge; Clerk Moe; Alderpersons R. Stroik, Suomi, M. Stroik, Doxtator, Wiza, Trzebiatowski; Directors Ostrowski, Lemke, Schrader, Schatschneider; Assistant Chief Skibba; Chief Kujawa; Deputy C/T Freeberg; Mayoral Assistant Pazdernik; Barb Jacob; Jennifer Glad; Marcy Kirsch; Bob Fisch; Cathy Dugan; Elizabeth Aguilera; Jordan Eckendorf; Ernest Quesada; Todd Jacowski; Clifford Bembeneck; Roger Skrzeczkoski; Steve Louis; Terry Bach; Wyatt Haemer; Dale Schulfer; Dave Worzalla; Tricia Church; John Groholski; Sarah Wallace; Brandi; Makuski ~ Stevens Point City Times; Gene Kemmeter~ Portage County Gazette; Chris Jones ~ Stevens Point Journal; Human Resource Manager Jakusz

Alderman Moore chaired the meeting due to the excused absence of Chairperson O'Meara. Alderman Moore called the meeting to order.

1. Discussion and possible action on selection of vendor for compensation study

Human Resource Manager Jakusz stated that approval was given by the Personnel Committee to commence with RFP for an update on the management pay plan by the Personnel Committee and City Council in March of this year. During the March Committee meeting there was discussion as to whether or not the hourly positions should be included in the study. Taking this into consideration, the RFP was drafted for vendors to provide proposals with cost information for both hourly and management positions and then for the only the management positions.

She added that the RFP was sent to five firms and three responded with proposals. Electronic copies of the proposals were distributed to the

Alderspersons the week prior.

Mayor Halverson stated that the recommendation is to select Carlson Dettman. This is based on the ability of the City to “ala carte” management positions which will help absorb the cost of studying the hourly positions. Carlson Dettman worked with the City in 2007 when the management pay plan was last reviewed and since that time has worked with a number of municipalities on pay studies for hourly positions.

The proposal from Carlson Dettman is \$25,900; this includes positions from the Housing Authority. The cost for the study of those positions would be paid by the Housing Authority.

Aldersperson Wiza questioned whether private sector employers would be used in the study. Mayor Halverson replied that we haven’t gotten that far; his preference would be to keep it to our historic public sector comparables (i.e. Wisconsin Rapids, Wausau, Marshfield). Human Resource Manager Jakusz replied that post act 10 and act 32 this could be a consideration. Alderman Wiza again reiterated the importance of private sector comparables. Alderman Wiza then asked when the last time the City did a detailed pay study for the hourly positions. Human Resource Manager Jakusz replied that periodically during prior bargaining comparable detail would be obtained for a specific position but for the most part, across the board pay increases were granted for all positions in a bargaining unit. Mayor Halverson stated that we need to determine if the pay rates for the hourly positions in the City are where they ought to be. He added that it would be interesting to look at private sector comparables. Mayor Halverson referenced a memo sent out by one of the units raising concern over a “pay for performance” system; the intent of the City was not to create a pay for performance system; but rather to ensure pay rates for our positions are comparable to others.

Alderman Wiza asked if the study couldn’t be done internally by simply requesting pay information from other communities and having them fax over their information. Human Resource Manager Jakusz replied that a study is much more than that. Per the proposals submitted, the process would entail completion of a job description questionnaire for each position being studied and points assessed based on criteria such as

education, experience and so forth. It entails much more than simply getting pay rates from comparable communities. She also replied that her position is more of a generalist position and that this process would require a great deal of time taking away from day-to-day responsibilities. She also stated that this is not her area of expertise. Alderman Wiza replied that he wasn't aware the study involved this much.

Barb Jacob questioned whether the implantation of recommendations coming forward from the Lean Six Sigma projects would cause the study results to be outdated. Mayor Halverson replied that Lean Six Sigma is addressing the amount of time an employee spends on a function, but doesn't necessarily change the function or duty needing to be done.

Alderman Slowinski moved to approve Carlson Dettman as the vendor for the compensation study and that the study include private sector positions if possible, Alderman Phillips seconded. Ayes all, nays none. Motion carried.

2. Adjournment ~ 7:20 p.m.