

PERSONNEL COMMITTEE MEETING  
Monday, August 12, 2013 – 6:59 p.m.  
Lincoln Center ~ 1519 Water Street

PRESENT: Chairperson O’Meara; Alderpersons Slowinski, Moore, Patton, Phillips

OTHERS

PRESENT: Mayor Halverson; C/T Ladick; Attorney Beveridge; Alderpersons Suomi, Doxtator, M. Stroik, R. Stroik, Trzebiatowski; Directors Schatschneider, McGinty, Ostrowski, Schrader; Assistant Chief Skibba; Charlie Carlson; Mayoral Assistant Pazdernik; Sandy Kratzke; Kari Yenter; Gene Kemmeter, Nate Enwald ~ Portage County Gazette; Brandi Makuski ~ SPCT; Chris Jones ~ SPJ; Human Resource Manager Jakusz

Chairman O’Meara called the meeting to order.

1. Discussion and possible action on pay plan policy issues.

Charlie Carlson of Carlson Dettmann Consulting, LLC reviewed the process for the pay plan study. He stated the project will measure job responsibilities, internal comparability and salary markets. The recommendation that will result from the study will be a pay structure, methods or pay progression and supporting policies and maintenance plan.

Mr. Carlson reviewed the comparables used in the 2007 pay study for management positions and that the selection of these communities (Marshfield, Portage County, Wausau and Wisconsin Rapids) was based primarily on bargaining comparisons.

Based on his experience, he feels that we should add schools, UWSP, technical colleges and so on. He feels the above list of communities is too restrictive for management positions. He added that other communities are using private sector employers as well. He indicated that he would like the ability to bring forward information regarding private sector comparables and have further discussion with the Committee regarding this set of comparables.

Alderman Phillips moved to have private sector information included for further evaluation and discussion; Alderman Slowinski seconded. Ayes all, nays none. Motion carried.

2. Discussion and possible action on amendment to City Policy 3.02 ~ FMLA section.

Human Resource Manager Jakusz stated that the modifications to this policy are a result of revised regulations from the US Department of Labor. Motion by Alderman Moore to approve the amendments; Chairperson O'Meara seconded. Ayes all, nays none. Motion carried.

3. Discussion and possible action on the City Assessor's Office and re-filling the Assessor position.

Mayor Halverson indicated that the Committee needs to make a determination of whether the City will have a full time Assessor or contract out for services. He indicated that contracting out would afford a \$50,000 savings and includes maintaining our two remaining positions. We could also hold back funds from the savings to hire LTE assistance for the time periods encompassing open book and board of review.

Alderman Slowinski moved to approve contracting out for the Assessor position, Alderman Patton seconded. Discussion ensued regarding who would supervise the existing staff. Mayor Halverson replied that direction regarding the assessing function would come from the contract person, for day to day supervision, he feels the remaining staff should be rolled into Community Development. He added that these departments share information and have synergies that would complement one another.

Alderman Phillips stated that he would like to see the initial contract be for a period of three years. Chairperson O'Meara added the City may want to consider re-negotiating the successor contract while there is still one year remaining on the contract so there is continuity.

Alderman Slowinski amended his original motion to include that an RFP be drafted and released and that the initial contract period be for three (3) years; Alderman Patton seconded the amendment.

Discussion ensued.

Alderman Moore stated that he is unsure about this. He feels the CDA Supervisor has too much going on. He is not in favor of contracting out or combining offices.

Alderman Phillips stated that he would like to see the City save money.

Mayor Halverson stated that he and the Community Development Director have discussed the possibility of restructuring to have an executive director of CDA on the housing side. There is also a possibility of dissolution of the CDA and then recreating a separate housing authority run by its own executive director or possibly merging with the County's housing authority.

He stated that Edgewater is a non-HUD project and would remain under the control of the City.

Alderman Trzebiatowski stated that the Assessor is the only position where the Council hires the position. He feels that contracting out would be giving up power over who is hired.

The amended motion passed with a 4 / 1 vote; Alderman Moore dissenting.

4. Discussion and possible action on guidelines relating to Domestic Partnership Coverage on the City's High Deductible Health Plan.  
Human Resource Manager Jakusz stated that modifications to the documents are bolded and reflected the direction given by the Personnel Committee at the July meeting.

City Attorney Beveridge suggested moving #7 in the affidavit as this requirement is not consistent with what we require of married couples.

Alderman Phillips voiced his opinion that action on this item should be delayed to the budget process.

Comptroller/Treasurer Ladick that if the Committee wants to wait for implementation until 1/1/14, we could incorporate with the budget.

Mayor Halverson stated that the City is committed to same process and that we cannot control the number of family health insurance plans or the number of single health insurance plans; the numbers vary.

Chairperson O'Meara moved to adopt the documents and strike #7 on the affidavit. Motion failed for lack of a second. Chairperson O'Meara withdrew his motion.

Mayor Halverson stated that based on prior City Council action, the City has committed to moving forward with health insurance benefits for domestic partner; the related forms were referred back to the Personnel Committee for approval. He added that he and the City Attorney will have to meet and determine procedural direction for the Council on the matter.

5. Discussion and possible action on amendments to Transit employee random testing policy.

Alderman Moore moved to approve the amendments to the random testing policy, Alderman Slowinski seconded. Ayes all, nays none. Motion carried.

6. Adjournment ~ 6:47 p.m.