

PERSONNEL COMMITTEE MEETING
Monday, November 11, 2013 – 8:21 p.m.
Lincoln Center ~ 1519 Water Street

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

OTHERS

PRESENT: Mayor Halverson; C/T Ladick; Clerk Moe; Attorney Beveridge;
Alderpersons Suomi, M. Stroik, Doxtator, R. Stroik; Directors Ostrowski,
Schrader, Lemke, McGinty, Schatschneider; Chief Ruder; Chief
Kujawa; Assistant Chief Skibba; Assistant Chief Zenner; Police & Fire
Commission President Schleih; Superintendent of Streets Laidlaw;
Clifford Bembeneck; Steve Plaski; Steve Louis; Ernie Quesada; Kenny
Rozek; Dale Schulfer; Rick Zinda; Roger Skrzeczkoski ; Todd Jacowski;
Tricia Church; Carrie Freeberg, Finance Office Manager; Barb
Jacob; Charlie Carlson; Assistant to the Mayor Pazdernik;
Human Resource Manager Jakusz; Nate Enwald, Portage County
Gazette; Brandi Makuski ~ SPCT; Chris Jones, Stevens Point Journal

Chairperson O’Meara called the meeting to order.

1. Discussion and possible action on request to fill vacancy in Streets Division.
Human Resource Manager Jakusz stated that this is an already budgeted for position. Alderman Moore moved to approve re-filling the vacancy, Alderman Slowinski seconded. Ayes all, nays none. Motion carried.
2. Discussion and possible action on amendment to Administrative Policy 3.01 Standard Benefits, #11.
Human Resource Manager Jakusz stated that the request is to amend the policy to allow for an annual safety toed shoe allowance for the three Engineering Technicians due to the amount of time they spend on construction sites.
Alderman Slowinski moved to approve the amendment, alderman Patton seconded. Ayes all, nays none. Motion carried.
3. Discussion and possible action on Implementation of pay plan recommendations.
Mayor Halverson provided an overview of the study findings. He indicated that \$156,000 was held in contingency in the 2014 budget and that the cost of implementation of the findings is \$114,645. This includes the cost of both wages and fringes and the pro-rated portion for the affected employees in Transit and at the airport.

He reviewed the information on the spreadsheets, i.e. current salary/new salary; dollar amount to minimum (for those positions that are below the minimum salary of a pay grade) and dollar amount to step for those positions between steps on the matrix. He indicated that two versions of the matrix were included; one with hourly rates and one with annual salaries. He noted that the "control point" on the matrix is the mean average of all comparable positions.

The intent of implementation is to move employees to the minimum if current salary is below the minimum; to move employees to a step where current salary is between steps and lastly to freeze pay for those positions that are over the maximum of the grade in which they are placed.

He reiterated the weight given to outside comparables

Job Level	Private	Public
Department Heads/Managers	25%	75%
Supervisors, Professionals & Advanced Technical	50%	50%
Non-exempt	75%	25%

Alderman Phillips asked if the cost was projected out any further than for the first year implemented. Mayor Halverson indicated that the cost for movement to step in 2015 would be \$69,000 without an across the board or CPI increase.

It was also noted that, if there is turnover, that number could be impacted and actually reduced.

Alderman Phillips noted that one employee is getting a huge raise. Mayor Halverson replied that this position is significantly lower than comparable positions.

Mayor Halverson continued his overview of the joint letter sent out by he and Comptroller/Treasurer Ladick endorsing implementation of the study findings and also suggesting a health insurance premium holiday during the last quarter of 2014 as well as increasing the benefit for those employees who do not carry the City's health insurance plan from \$200 to \$750 for 2014.

Alderman Moore asked if the cost for the health insurance items was included in the implementation cost noted previously. Mayor Halverson

replied that it is not. The funding for that is in a segregated health account.

Alderman Moore then asked when the Committee would receive the full study. Discussion ensued and Mr. Carlson began the review of his power point presentation.

At the conclusion of the power point presentation, several members of the committee indicated they would like to see the complete study.

Mr. Carlson replied that he will draft an executive summary that will include the methodology used and a more detailed review of the power point. He then asked the Committee members what they would like to know.

Alderman Moore stated he would like a copy of the power point. Human Resource Manager Jakusz replied that she will send that out on Tuesday morning.

Alderman Slowinski indicated that he would like to see the market review data. Mr. Carlson replied that he will provide it as part of the executive summary. Alderman Slowinski also voiced his concern over new hires being placed further along in the step system than some of the longer term employees. Mayor Halverson replied that positions with similar levels of responsibility are placed in the same grade level and from that point placed in step. To attempt to weigh time in service with step placement when building the pay plan would skew the outcome.

Alderman Suomi stated that the study doesn't give a period of time a position would remain red circled. Mr. Carlson replied that a number of things relating to this must be considered such as whether or not the City can afford it. Beyond that, the City could authorize, for example a percentage bonus check, the employee could also move to a higher paid position or because of changes in current position the position could be reclassified.

Steve Louis questioned how long employees would be red circled. His fear is that some of the Streets employees wouldn't see a pay increase in their careers. He added that the comps he provided to the Alderman don't match the study results.

Ken Rozek voiced his displeasure that Streets positions were placed at Steps 6 and above which receive increases after two or three years. He

added that the information provided tells him nothing; he needs the numbers justified.

Alderman Slowinski feel it would be best to wait to take formal action until the rest of the information is received. He suggests moving it forward to Council without approval.

Mr. Carlson reminded that the information provided by Mr. Louis to the Alderpersons was public sector data only; the result of the study included private sector data that was blended as described previously. The committee had previously indicated they wanted private sector data included in the study. If only public sector data is include, the implementation cost for wages alone will increase by approximately \$50,000.

Dave Schleihs, President of the Police and Fire Commission acknowledged the challenges of drafting a pay plan for a wide variety of positions. He stated his opinion that employees shouldn't be put on hold and that action should be taken.

Chief Ruder stated that he echoes the comments made by President Schleihs and added that in his 15 years working in management in the City, the City has never had a better group of department heads.

Roger Skrzeczkoski requested a list of individual scores from the JDQ's be provided so that employees can compare their scores with others.

Mr. Carlson reviewed the different options for releasing point scores and the appeal process:

- *Prove point scores of all; full disclosure.
- *Not disclose point scores; its management's decision.
- *Show levels and not point detail.
- *Provide rating guide and score results from the five factors (education and required experience, decision-making, thinking challenges, communications, working conditions)

The process must be manageable; it is NOT a free for all.

Alderman Slowinski moved to report on the pay plan to the City Council without recommendation and with the request for additional information in place; Alderman Patton seconded.

Mr. Carlson reiterated that his executive summary will include the twenty benchmark positions including market estimates; private/public sector averages and where they came from.

Motion carried on a vote of 4 – 1; Alderman Moore voting nay.

4. Adjournment ~ 9:50 p.m.