

Meeting Minutes

PERSONNEL COMMITTEE MEETING

Monday, February 14, 2000 - 6:15 P.M.

Portage County Courthouse Annex

1462 Strongs Avenue

Conference Rooms 1 & 2 Present: Chairman Rackow, Alderpersons Sevenich, Walther, Pazdernik, Kedrowski

Also Present: Mayor Wescott, C/T Schlice, Clerk Zdroik, Alderpersons Perlak, Barr, Nealis, Phillips; Directors Schrader, Van Alstine; Mayoral Assistant Bumgarner, Personnel Specialist Jakusz, Police Captain Dowling, Water Administrator Disher, Assessor Kuehn, Susan Kampmeier (Journal), Mike Kemmeter (WIZD)

1. Request to fill vacancy - Transit Department.

Transit Manager Lemke, in a letter addressed to Mayor Wescott, is asking to fill a vacant position in the Transit Department. The request has been approved by the Mayor and is in the 2000 budget.

Ald. Pazdernik moved, Ald. Kedrowski seconded, to approve the request to fill a vacancy in the Transit Department.

Ayes, all; nays, none. Motion carried.

2. Request for LTE - Streets department.

This request is due to a Worker s Compensation injury sustained by the Secretary in the Streets Department who has been off from work since January 11, 2000. The subject employee is the sole clerical support in the Streets Department.

Director Van Alstine is requesting permission to hire a limited term employee for a period of two to four weeks.

Ald. Pazdernik moved, Ald. Kedrowski seconded, for approval of the request to hire a limited term employee for the Streets Department for a period of two to four weeks.

Ayes, all; nays, none. Motion carried.

3. Discussion and recommendation of wage rate for videographer.

This is a request made by Telecommunications Coordinator Quirk, who currently has two vacant videographer positions in his department. The current hourly rate for this position is \$6.60 per hour, a rate that has not seen an increase in approximately eight years. Mr. Quirk is proposing an increase from \$6.60 to \$8.00 for the videographer position.

Mr. Quirk is also requesting that one of the videographer positions be changed to Production Specialist and the rate of pay be increased to \$10.00 per hour.

The position descriptions for these two positions were revised to show the difference in the responsibilities, as shown in the attached position descriptions.

Ald. Kedrowski asked if these positions would receive any benefits from the City?

Personnel Specialist Jakusz said these are part time positions subject to wages and Social Security only.

Ald. Kedrowski would like to know when these positions were integrated into the City system, what the goals are, and how many people it will take to fill the vacancies.

Chairman Rackow said CA-3 has been a part of our community for about 20 years or so. It has grown over the years as technology improved. As to where it will go in the future, if the past is an indicator of the future, people would like to take advantage of the technology. The service and the use will be more popular in the future.

Ald. Kedrowski asked what the other cities are doing and what other options there are to get this service.

Mayor Wescott said the issue before the Committee is the request to increase the pay rate for two part time telecommunications positions. These positions have not seen a pay increase in approximately the last eight years. The City is trying to be competitive in hiring some professional people to fill the vacancies. The money is in the 2000 budget and some carryover from the 1999 budget may be used towards this request. The PEG channels are funded in part by the franchise fee received from the cable operator, which amounts to about \$44,000 a year. The funding for this request has a very limited impact on the tax levy.

Ald. Walther feels that if the City would like to maintain the quality of CA-3 right now and then go beyond, this wage increase is necessary.

Ald. Walther moved, Ald. Sevenich seconded, to accept the recommended wage increase for the Videographer and the Production Specialist.

Ald. Pazdernik asked if the Personnel Department looked the request over and what the department s thoughts are as far as moving the rates of the two vacant positions.

Specialist Jakusz said the rate increase is warranted in the labor market that we have now.

Ayes, all; nays, none. Motion carried.

4. Update on health insurance (through 1999).

A Health Insurance Claims and Administration chart giving a comparison of claims cost was distributed. The chart shows claims from 1994 to 1999. Except for 1995, the claims have increased somewhat.

There are two reasons for the increase in cost of the health benefit. One is trend. The health market goes up 10% a year. There is also an increase usage in the plan. The cost of prescription drugs are also up due to people asking for prescriptions by name as seen in media advertisements.

The City has done things in an effort to get the cost down. One is educating the employees as to the cost of the benefit they are receiving to make them appreciative of the benefit.

The City has also increased the out-of-pocket share that the employees pay for their health benefit.

Chairman Rackow said that without getting the co-payment up, the increase could have been much bigger yet.

5. Adjournment - 6:30 P.M.

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