

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, MAY 11, 2022

1. The meeting was called to order by Ald. Saryan at 6:00 P.M.

Present:

Ald. Kastner
Ald. Bailey
Ald. Saryan

Also present:

Michael Neitzke, Mayor (Excused)
Paula Schafer, Finance Director
Tim Sowinski, Deputy Comptroller
Julie Foley, Human Resources Director
Jeff Katz, Director Neighborhood Services
Dan Weber, Fire Battalion Chief
Maggie Sutton, Case Manager Fire Department

2. Approval of the April 13, 2022 Finance & Human Resources minutes.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the April 13, 2022 Finance & Human Resources minutes.

The motion carried unanimously.

3. Approval of job descriptions for Non CDL-Laborer, Laborer and Operator.

Mr. Katz said this is necessary due to problems hiring in Public Works because most people do not have a Commercial driver's licenses (CDL), which is needed in particular for driving snow plows. The Non CDL-Laborer position would allow new employees up to 12 months to get the CDL with certifications B&C with an N endorsement. The City would pay for and/or provide resources for them to obtain their CDL. The positions for Laborer and Operator would require a CDL at the time of employment but they would have 12 months to get the N endorsement. The N endorsement allows CDL drivers to operate a commercial vehicle that transports liquid or gas materials within a tank that is attached to the vehicle. The City would also pay for and/or provide resources for them to get that endorsement.

Ms. Foley said the resources provided would be through JJ Keller, they provide training and we will have in-house trainers to do behind-the-wheel, but the actual test to obtain the license would be done through the City of Milwaukee. It is a reduced expense to the City in comparison to our current program where we are providing 50% of the cost in reimbursement, up to \$2,000, and employees go to the training of their choosing, with some of them being quite expensive. This should not only be a cost savings to the City but also a way to attract candidates who are interested but don't have the means to pay out of pocket.

Mr. Katz said this change is to help make it easier to recruit in a cost effective way.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve job descriptions for Non CDL-Laborer, Laborer and Operator.

The motion carried unanimously.

4. Approval of hourly wages for the positions of Laborer and Senior Operator.

Mr. Katz said this helps to create uniform progression within the steps of Laborer to Operator to Senior Operator. It will help to create a ladder of wages. The number of steps for Laborer will be reduced from 5 to 3, helping to result in a higher wage for Laborers, which is necessary for recruiting to stay competitive in the current job market.

Ald. Bailey asked about current wages for the Laborer position and mentioned that the last time we were trying to hire, there were very little applicants. Ms. Foley said we are struggling to get qualified candidates and the ones that are qualified aren't interested based on the current starting pay. Mr. Katz stated we are also having problems retaining employees in these positions and this should help with that.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve hourly wages for the positions of Laborer and Senior Operator.

The motion carried unanimously.

5. Approval of a revised organizational chart for the Department of Neighborhood Services.

Mr. Katz said this would decrease the number of Laborers from 6 to 4, and increase the number of Operators from 6 to 8. This would make 2 more Operator jobs available. This change is not really for attracting new workers but more based on the actual job duties and requirement of working in the Public Works department, such as using heavy equipment.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve a revised organizational chart for the Department of Neighborhood Services.

The motion carried unanimously.

6. Discussion and decision on Milwaukee County Community Development Program Agreement.

Battalion Chief (BC) Weber said this is a grant from Milwaukee County for \$27,600 that would have to be used by the end of the year. Ms. Sutton said she has been doing homeless outreach for over a year. One thing that Ms. Sutton struggles with is getting people into safe housing and this money would be used for care materials, such as sleeping materials, hygiene products, hotel stays if needed, and food. We will continue to work with community partners but instead of having to get all our resources from those other community partners, we would be able to purchase them ourselves and have them readily available for the homeless people in the City of Greenfield. We are the only community that has been offered this grant and it is because of our outreach. Ms. Sutton said she knows our homeless people, she knows their stories, and she wants to be the bridge from their homelessness into housing and the County is giving us that opportunity. Ms. Sutton will be able to use this program to track the homeless people for the County, whereas currently she is only able to support them, not track them. This is the bridge the City needs for the County to have documentation of these folks.

Ald. Kastner asked if this is a one-time grant and what we will do once that money has been depleted. Ms. Sutton said this is a trial period and if it's successful and we are having the impact she feels we can have in the City, then the County will allocate these funds to us again. It is an annual grant. Ald. Kastner asked if we are getting homeless people to Greenfield for this to be successful. Ms. Sutton said this won't be bringing more people into Greenfield, it will help our current homeless get into housing in Greenfield or other housing developments within the County.

Ald. Bailey asked how this money will be received and tracked and monitored. Ms. Sutton said she believes the grant is received by Finance and then she is able to bill hours and expenses as needed. Ms. Schafer said she made a note that they need to meet after its been approved to discuss the details. The money will go into our grant fund and have specific accounts for revenue coming in and any expenses, so for instance, a hotel bill will be coded to that account and we can track how much we receive and how much we have spent at any specific point. If it's tracking Ms. Sutton's hours, we can do that through Payroll and have those charged directly to those expense accounts.

Ald. Kastner asked if we are keeping track of who these people are. Ms. Sutton said the point of this grant is because Milwaukee County does not have the ability to hire as many people as they need for the suburban areas, and since we are already doing the work, this grant makes sense so as not to duplicate the service already being provided by the City. Ald. Kastner is worried about this. Ald. Saryan asked if Ms. Sutton will be doing anything differently, to which Ms. Sutton replied the only change will be in her documenting and tracking the information she's already obtaining and the ability to purchase needed items. Ald. Saryan asked how this works with Street Angels and Ms. Sutton said she will essentially be doing the work of Street Angels, who don't usually come out this far regularly. Ald. Saryan asked how many homeless we have in Greenfield and Ms. Sutton said it varies and as it gets warmer we will have more. On one particular day, she saw and spoke to about 12 homeless people. She said Greenfield is a transient city so people come and go.

Ald. Kastner asked if Ms. Sutton was hired for homeless outreach. She replied that the homeless outreach stems from substance use outreach. For outreach and social work, you don't just work on one specific area of care, you look at that person globally and make sure that every need is met. Ms. Sutton said she helped build a collective with other partners based on these needs, such as Street Angels, The Ridge, Walmart, & Salvation Army, and they were all doing weekly outreach together with different roles.

Motion by Ald. Bailey, seconded by Ald. Saryan, to approve Milwaukee County Community Development Program Agreement.

The motion carried unanimously.

7. Discussion and decision on Hospital Partner Agreement with Aurora Health Care Metro.

BC Weber said this agreement is non-monetary and is with St. Luke's, allowing us to share information and perform follow up home visits for some of our patients we take to St. Luke's, with the goal to prevent a future 911 call. St. Luke's will notify us know when the patient has been discharged so our community paramedics can visit them to make sure they have a safe home, that they're taking their medications, etc. This is a new initiative for a re-admission prevention for stroke patients.

Ald. Kastner asked if we could or would kick people out of their homes. BC Weber said once discharged and back in their home, we would try to make sure they are safe in their home and recommend to the

hospital that they need additional care if they don't seem safe in their home. Ald. Kastner said a lot of elderly people prefer to be in their homes as they age and BC Weber said their goal is to reduce 911 utilization and reduce them having to go in and out of the hospital. We want to keep them safe in their own home as long as possible. Ald. Saryan asked for clarification that this is non-monetary. BC Weber said St. Luke's will not be paying us, but in a broader sense this ties into the next agenda item.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve Hospital Partner Agreement with Aurora Health Care Metro.

The motion carried unanimously.

8. Discussion and decision on Coverdell EMS Partner Agreement.

BC Weber said this is a partnership for stroke awareness prevention and how we can better educate. The Coverdell program is nationwide and put out by the CDC. The CDC gives money to the State to help with stroke awareness. Ald. Saryan asked to confirm this is only for stroke victims, which BC Weber confirmed.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve Coverdell EMS Partner Agreement.

The motion carried unanimously.

9. Discussion and decision to update the job description for Police Sergeant.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve updating the job description for Police Sergeant.

The motion carried unanimously.

10. Discussion and decision to update the job description for Community Service Officer.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve updating the job description for Community Service Officer.

The motion carried unanimously.

11. Discussion and decision to accept the closing audit for TID #3 27th Street and TID #5 Loomis Crossing and authorize distribution of excess funds from TID #3 to the overlaying districts.

Ald. Kastner wanted to confirm that we closed out some TIDs and re-opened new ones and Ms. Schafer said that is correct. Last April we closed out TID #3 and #5. An audit is required at the time of closing it. Ms. Schafer is asking for the audit reports to be approved. Also TID #5 finished with a deficit so the City will have that cost to bear, but TID #3 finished with an excess of \$394, 800. That excess would go back to the overlaying districts such as MATC, the School district, etc. Finance is looking for authorization to pay those amounts to the other districts. Ald. Bailey asked if the City gets any part of that. Ms. Schafer confirmed the City will get \$153,000 to retain. Ald. Bailey asked when the TID was first approved. Mr. Sowinski said TID #3 was opened in 2009.

The motion carried unanimously.

- Motion by Ald. Kastner, seconded by Ald. Bailey, to approve mileage reimbursements in the amount of \$150.29 and \$341.59.

The motion carried unanimously.

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|-----------------------------|-----------|----------|--------------|
| AP CHECKS | 4/14/2022 | \$ | 280,670.11 |
| AP CHECKS | 4/22/2022 | \$ | 136,464.98 |
| AP CHECKS | | \$ | |
| AP CHECKS | | \$ | |
| WIRE TRANSFERS - MARCH 2022 | | \$ | 1,220,611.68 |
| P-CARDS - | | \$ | |
| | | TOTAL \$ | 1,637,746.77 |

AP CHECKS	4/29/2022	\$	630,912.23
AP CHECKS	5/6/2022	\$	25,758.87
AP CHECKS		\$	
AP CHECKS		\$	
WIRE TRANSFERS - APRIL 2022		\$	4,879,660.10
P-CARDS - APRIL 2022		\$	372,399.72
		TOTAL \$	5,908,730.92

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve the schedules of disbursements in the amount of \$1,637,746.77 and \$5,908,730.92

The motion carried unanimously.

14. Approval of March 2022 Investments and reinvestments.

March 2022 Statement			
February Ending Balance		\$	9,779,251.24
1 Deposit (s) in March			2,232,627.08
1 Withdrawal(s) in March			81,792.45
March Interest Earnings @ 0.16%			1,385.52
TOTAL		\$	11,931,471.39

MARCH 2022 INVESTMENTS						
Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$2,441,829.41	12/31/2001	variable		\$103.70	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,524,726.78	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$1,095,445.24					
Ehlers Investment Partners X- GRD 2021B	\$1,900,167.21	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$1,923,446.59					
Associated Bank Investments	\$6,316,227.49	12/10/2014	variable			
Totals	\$20,201,842.72				\$103.70	

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the March 2022 Investments and reinvestments.

The motion carried unanimously.

15. Items for future agenda.

Audit will be presented at F&HR meeting on 6/8/2022.

16. Adjourn.

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 6:38 pm.

The motion carried unanimously.