

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MARCH 25, 2015

1. The meeting was called to order by Ald. Saryan at 6:35 P.M.

Roll Call:	Ald. Saryan	Present
	Ald. Kastner	Present
	Ald. Bailey	Present

Also Present: Paula Schafer, Finance Director
Rick Sokol, Director of Neighborhood Services
Jeff Katz, City Engineer
Darren Rausch, Health Director

Excused: Mayor Neitzke

2. Approval of the March 11, 2015 Finance and Human Resources Committee minutes

Approve 3/11/15
minutes

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve the March 11, 2015 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to amend the job description of Senior GIS Technician in the Engineering Division (J. Katz)

Mr. Katz said this job description previously had a Registered Land Surveyor license requirement. The process to obtain a land surveyor license is long and involved. That requirement isn't necessary for the position, and he requested it be removed.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to amend the job description of Senior GIS Technician in the Engineering Division, as presented.

Approve amending
Sr. GIS Technician
job description
COUNCIL

Under discussion, Ald. Saryan asked who is going to do that. Mr. Katz replied that with the type of work this person does, anything related to surveying is something they can do without the additional certification. Ald. Kastner said they are qualified, but not certified. Mr. Katz said yes. The people that do this type of work have the knowledge, but not necessarily the certification.

The motion carried unanimously.

4. Discussion and decision to amend the job description of GIS Technician in the Engineering Division (J. Katz)

Mr. Katz said the new position of Environmental Engineering/GIS Technician was created and filled. The Senior GIS Technician position was also filled. He wants to revise the job of GIS Technician to be an entry level position.

While reviewing the proposed job description, Ald. Kastner asked if the ability to lift 40 lbs. is too heavy. The revised job description changes that to 20 lbs. Mr. Katz replied that this job doesn't require heavy lifting. Educational and experience requirements were lowered, because we are making it an entry level position. Pay will also be revised.

Ald. Saryan asked about the lifting. Ald. Kastner said there must be a reason for the change. Mr. Sokol then said to keep the lifting requirement at 40 lbs.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to amend the job description of GIS Technician in the Engineering Division, and to keep the lifting requirement at 40 lbs. The motion carried unanimously.

Approve amending
GIS Technician
job description
COUNCIL

5. Discussion and decision to amend the current non-represented salary resolution to modify GIS and Senior GIS Technician salary schedules in the Engineering Department (J. Katz)

Mr. Katz said that because the Registered Land Surveyor license is no longer necessary for a GIS Technician, all references to a GIS Technician with certification should be removed from the salary resolution. Ms. Schafer asked if the Interim Human Resources Director has approved the rate changes. Mr. Sokol said this agenda item was submitted, and he assumed as part of that process the Interim Human Resources Director has reviewed the rates, as he did change the job description.

Ald. Saryan asked about the difference in salary. Mr. Sokol said the proposed salary schedule reduces the entry level first step of GIS Technician by \$6,827 a year. He recommends:

- 1) Make the five salary steps for GIS Technician \$22.0000, \$22.7700, \$23.5670, \$24.3918 and \$25.2455
- 2) Remove the category "GIS Technician w/certification"
- 3) Replace the job title "GIS Technician w/certification, Senior" with the job title, "GIS Technician, Senior"

The first item is the reduced salary for an entry level position, and the last two items are housekeeping issues.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to amend the current non-represented salary resolution to modify GIS and Senior GIS Technician salary schedules in the Engineering Division, as presented.

Approve amending
Non-Rep. salary res.
GIS/Sr. GIS Tech.
COUNCIL

Under discussion, Ms. Schafer said she has a salary survey included in her packet of information. She doesn't know if this was to be discussed tonight for this item. Ald. Saryan reviewed the survey and said they were area comparables. Ald. Kastner said you never know what you are comparing against. Mr. Sokol said he tried to match what they thought were the skills, experience and education in the job description against the salary, rather than try to compare it against other jobs where he didn't know those factors. He wants to attract somebody with an Associate's or a Bachelor's degree.

After review of the survey, the members had no objection to the proposed salary schedule. Ald. Kastner said the person could be hired at the first step, as opposed to the third step, with room to grow.

The motion carried unanimously.

6. Discussion and decision to approve a contract between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to 2015 Ebola grant funding (4/1/2015 – 9/30/2016) (D. Rausch)

Mr. Rausch said Ebola has been in the news recently. The CDC has released funds that will be authorized for spending after April 1st. While he doesn't have the contract yet, he knows the funding is coming, what the objectives are, and what the City is required to do with those funds. Although the dollar amount is uncertain, we have been told to plan for one-third of total public health preparedness funding, or \$13,000. The objectives and work related to Ebola for this grant for the next 18 months is comparable to work that the Health Department has done previously for other diseases.

Ald. Saryan asked if Ebola is a real threat to us. Mr. Rausch said Ebola is a global threat. There haven't been any suspect cases in Greenfield, but there have been several dozen cases around the state that have required follow-up. The outbreak continues in West Africa, although the case rates are slowing.

Ald. Bailey asked if some of this money will go towards protective gear or suits. Mr. Rausch said a lot of that was bought last Fall with different preparedness funds. The grant will be used for additional personal protective equipment, training, and planning. Twelve objectives are tied to the money.

Ald. Kastner said the committee is being asked to approve a contract we don't have, but that we think is a good contract that maybe we will see later. Mr. Rausch said this is how he has brought all contracts before the committee during the past year. The state is very slow in providing the contract details. He knows the City has an approximate dollar amount of \$13,000. The federal government said we can spend this money after April 1st. We can start accumulating expenses

to this account beginning on April 1st. If he waited for the state to send him a contract, that might be in July or August. He is trying to plan ahead so that when the money becomes available it can be used.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve a contract between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to 2015 Ebola grant funding (4/1/2015 – 9/30/2016). The motion carried unanimously.

Approve 2015
Ebola grant funding
COUNCIL

7. Discussion and decision to transition the full-time Public Health Nurse Supervisor position into a full-time contract position, including approval of job description and authorization to recruit and sign contract with selected candidate (D. Rausch)

Mr. Rausch said in accordance with City practice, many non-represented positions have been contract positions. He recently received a resignation letter from the Public Health Nurse Supervisor, who was not in a contract position.

Ms. Schafer said once the unions went away, everybody that used to be in a union (clerical, highway) are now all non-represented employees. On the exempt side of the salary resolution, almost everybody has a contract. Mr. Rausch said the department heads and most of the management staff in every department is a contract position.

Mr. Rausch has spoken to the Interim Human Resources Director about this position. Beth Anderson will be retiring after 25 years of service. Her last day on the job will be May 8th. He wants to change the position into a contract position, in accordance with other exempt positions across the city. There are no significant changes to the job description, with the exception of highlighted areas (no residency or collective bargaining agreement). He included the statement, “Assists on a 24/7 basis in response to public health emergencies”. That statement will be put on other Health Department job descriptions, as well.

The draft contract is a template contract typically used. He wanted to be pro-active, since we don’t know who will be hired or when they will start. Advertising for the job will begin after the Council meeting on April 8th.

Ald. Saryan asked if the Interim Human Resources Director reviewed this item. Mr. Rausch said yes, and it was approved.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to transition the full-time Public Health Nurse Supervisor position into a full-time contract position, including approval of job description and authorization to recruit and sign contract with selected candidate. The motion carried unanimously.

Approve Public Health
Nurse Supervisor as a
contract position
COUNCIL

8. Approval of schedules of disbursements in the amount of \$571,583.50

It was moved by Ald. Kastner, seconded by Ald. Bailey,
to approve the following schedules of disbursements:

Approve
disbursements
COUNCIL

AUTHORIZED 3/6/15
Total \$206,133.27

AUTHORIZED 3/13/15
Total \$365,450.23

The motion carried unanimously.

Ms. Schafer said the reports you were given were generated from the new computer system. That is why they look different. If you want additional information shown on the reports, let her know.

9. Approval of mileage reimbursements in the amount of \$40.18

It was moved by Ald. Kastner, seconded by Ald. Bailey,
to approve mileage reimbursements in the amount of \$40.18
The motion carried unanimously.

Approve mileage
COUNCIL

10. Approval of investments and reinvestments

It was moved by Ald. Kastner, seconded by Ald. Bailey,
to approve investments and reinvestments as follows:

Investments
& reinvestments
COUNCIL

LOCAL GOVERNMENT INVESTMENT POOL

February 2015 Statement

January Ending Balance	\$3,629,358.54
0 Deposits in February	
0 Withdrawals in February	
February Interest Earnings @ 0.11%	<u>292.90</u>
TOTAL	\$3,629,651.44

Institution	Princ Amt	Investment	Maturity	Yield
	Invested	Date	Date	
Bank Mutual/MMkt	\$512,004.81	10/5/2011	variable	
Pyramax Bank/CD	\$500,000.00	9/24/2013	3/24/2015	1.00%
Community Bank & Trust/CD	\$500,000.00	6/2/2014	11/2/2015	0.48%
Tri City Bank/CD	\$500,000.00	5/14/2014	11/14/2015	0.25%
Tri City Bank/CD	\$250,000.00	2/14/2014	8/14/2015	0.25%
Tri City Bank/CD	\$500,000.00	10/31/2013	4/30/2015	0.25%

WaterStone Bank	\$500,000.00	4/16/2014	5/15/2016	1.00%
Great Midwest Bank/CD	\$500,000.00	12/4/2013	3/4/2015	0.55%
Anchor Bank/CD	\$500,000.00	4/15/2014	4/15/2015	0.25%
The Equitable Bank	\$500,000.00	8/14/2014	3/14/2015	0.75%
Money Mkt/Tri-City Bank	\$4,734,534.27	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$503,806.60	6/28/2011	variable	
Totals	\$10,000,345.68			

The motion carried unanimously.

11. Accept financial statement

It was moved by Ald. Kastner, seconded by Ald. Bailey,
to accept the financial statement for the year ended 12/31/14.
The motion carried unanimously.

Accept financial
statement
COUNCIL

12. Other topics for future agendas

Ms. Schafer said the next Finance meeting is scheduled for April 8th. That is also the date of the next Common Council meeting, due to the election on April 7th. Does the committee want to meet before Council on April 8th, or meet on April 15th? Ald. Bailey said he cannot attend the meetings on April 8th. Ald. Kastner asked that Ms. Schafer discuss this matter with Mayor Neitzke.

13. Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) to consider the following:

Closed Session
Next Agenda

- a. Discussion of specific personnel problems as related to personnel matters (Mayor Neitzke)

Ald. Saryan said this item is not needed tonight, unless anyone had something to discuss. Ms. Schafer thought Item #16 might be discussed in closed session. Ald. Kastner asked if there is any reason Item #16 needs to be acted on tonight. Ms. Schafer replied no.

14. Adjourn the closed session and reconvene into open session.

N/A

15. Decision of specific personnel problems as related to personnel matters

N/A

16. Discussion and decision to set the salary of part-time clerical employees
(Mayor Neitzke)

Salary of p/t
clerical employees
Next Agenda

This item will be placed on the next agenda.

17. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the
meeting at 7:05 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Assistant

Distributed: 3/27/15