

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, OCTOBER 14, 2015

1. The meeting was called to order by Ald. Saryan at 6:30 P.M.

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

Also Present: Paula Schafer, Finance Director
Mayor Neitzke
Darren Rausch, Health Director

2. Approval of the September 30, 2015 Finance and Human Resources Committee minutes

Approve 9/30/15 minutes

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve the September 30, 2015 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision regarding proposed 2016 budget (Mayor Neitzke)

Mayor Neitzke and Ald. Bailey discussed the salary step system.

Ald. Kastner asked who the City is communicating with from the Whitnall School District about the fiber optic system. Mayor Neitzke replied that there are three representatives from Whitnall who attend the Forward Thinking meetings. Also, Tim Lemmers from our IT Department has made contact with Whitnall.

Ms. Schafer said the public hearing on the budget is scheduled for November 17th. In order for her to make the 15-day window before a public hearing is held, she is asking for approval to publish the budget by October 29th. Approval to publish comes from this committee and not the Common Council.

Ms. Schafer said she does not have the final CPI number yet, and she is waiting for two bond issues in order to update some of the debt schedules with more accurate numbers. There will not be another Finance meeting before October 29th. Ald. Kastner asked if those numbers should be obtained before publication. Ms. Schafer said these changes will not affect the tax levy. Mayor Neitzke explained the debt relates to the TIF district and does not have a levy impact. Publication of the budget doesn't mean items can't be changed later. The CPI number affects the Expenditure Restraint and not the levy.

Ald. Bailey had a question regarding the Park and Recreation's budget increase. Mayor Neitzke said about \$45,000 will be for a person to assist with the

School District's before and after school recreation programs. The Greenfield School District will be contributing money to fund that position. The City does summer recreation, and these programs would run throughout the entire year. Salaries of employees, including seasonal, are offset by programming costs. We are creating more overhead to have more programming that would be used at the Greenfield and Whitnall schools. This position would not be created if the City didn't have a sufficient contribution from its partners.

It was moved by Ald. Saryan, seconded by Ald. Kastner, to authorize the Finance Director to release for publication the proposed 2016 budget Statement of Revenues, Expenditure and Tax Levy. The motion carried unanimously.

Mayor Neitzke explained in more detail other items in this budget, such as Library funding, Community Center building maintenance, and utilization of the Section 105 health reimbursement account. Reserves are at 30%.

Mayor Neitzke said he will send an email to Alderpersons asking if they want to invite specific Department Managers to attend the next Finance Committee meeting on November 11th. If he doesn't get a response, he will assume that is not necessary.

4. Discussion and decision to approve Memorandum of Understanding for new Medical Advisor for the Health Department (D. Rausch)

Mr. Rausch said the medical advisor in place since 2008 recently retired from private practice in pediatrics and took a position working with adolescent mental health screenings. His belief is once you leave a private pediatrics practice you lose touch with immunizations and other things important in Health Departments.

Dr. Katrice Brooks has agreed to serve as the new Medical Advisor. She practices at the Aurora Edgerton Clinic in Greenfield. He recommends approval of the Memorandum of Understanding with Dr. Brooks. The Medical Advisor consults with the Health Department and the Board of Health on programs and services, with a main focus on immunization policy and procedure. This position is required since the Health Department does not employ a doctor. Consultations are budgeted at \$100/hour. \$500 is usually spent annually.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a Memorandum of Understanding for Dr. Katrice Brooks, the new Medical Advisor for the Health Department. The motion carried unanimously.

Approve MOU for
Medical Advisor
COUNCIL

5. Discussion and decision to approve a Memorandum of Understanding between the West Allis Health Department WIC Program and the Greenfield Health Department Public Health Nursing Programs (D. Rausch)
Mr. Rausch said this agreement formalizes sharing confidential information

to allow an integration of our maternal and child health services with WIC services. This is highly recommended by the State's WIC program.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a Memorandum of Understanding between the West Allis Health Department WIC Program and the Greenfield Health Department Public Health Nursing Programs. The motion carried unanimously.

Approve MOU
West Allis WIC
and Greenfield
Health Dept.
COUNCIL

6. Discussion and decision to approve a contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2016 Consolidated Contract grant funding (D. Rausch)

Mr. Rausch said consolidated grant funding continues in 2016 for the lead poisoning prevention, childhood immunizations, and maternal and child health programs. Funding is from the Centers for Disease Control and Prevention and is administered through the state. The Board of Health approved continuation of this grant.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2016 Consolidated Contract grant funding. The motion carried unanimously.

Approve 2016
Consolidated Contract
grant funding
COUNCIL

7. Discussion and decision to approve a contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to funding the 2016 Public Health Preparedness grant and 2016 Cities Readiness Initiative grant (D. Rausch)

Mr. Rausch said the purpose of the grant is to continue planning, training, and response to public health emergencies. The Board of Health recommends approval.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to funding the 2016 Public Health Preparedness grant and 2016 Cities Readiness Initiative grant.

Approve contract
amendment
Health Department
2016 grants
COUNCIL

Under discussion, Ald. Bailey asked who does this preparedness. Mr. Rausch said there is a lot of work with many different partners such as the State of Wisconsin Department of Health Services, Division of Public Health, as well as public health colleagues in the area. There is a lot of integration with local emergency management, police and fire. The main focus of this funding is

for public health emergencies (ebola, measles outbreak) rather than a tornado, although the funding is dual purpose. Mayor Neitzke stated that Police Captain Jay Johnson is the City's emergency coordinator. Mr. Rausch said he and Captain Johnson are discussing volunteer management, and how they would recruit people to participate and assist in an emergency.

The motion carried unanimously.

8. Discussion and decision to approve a service agreement between the City of Greenfield and Aurora Health Care's Total Health regarding health risk appraisals for Fall 2015 as part of the City's employee wellness program, Wellness Works (D. Rausch)

Mr. Rausch said this is the 6th year that Aurora Wellness will provide health risk appraisals. Fees are the same as last year, \$45 per eligible employee, plus a \$45 per hour rate for each screener. Screening dates have been scheduled. The Wellness Works program is key when negotiating insurance rates each year. Employee participation was 45% last year. Providing free flu shots to employees is part of the program. He recommends approval of this agreement.

It was moved by Ald., Kastner, seconded by Ald. Bailey, to approve a service agreement between the City of Greenfield and Aurora Health Care's Total Health regarding health risk appraisals for Fall 2015 as part of the City's employee wellness program, Wellness Works. The motion carried unanimously.

Approve agreement with Aurora for Employee Wellness **COUNCIL**

9. Approval of schedules of disbursements in the amount of \$772,992.91

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

Approve disbursements **COUNCIL**

<u>AUTHORIZED</u>	<u>9/25/15</u>
Total	\$485,139.48

<u>AUTHORIZED</u>	<u>10/2/15</u>
Total	\$134,990.05

<u>AUTHORIZED</u>	<u>10/7/15</u>
Total	\$20.00

<u>WIRE TRANSFERS SEPT. 2015</u>	
Total	\$93,995.58

<u>P-CARDS SEPT. 2015 STATEMENT</u>	
Total	\$58,847.80

The motion carried unanimously.

10. Approval of mileage reimbursements in the amount of \$442.18

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$442.18. The motion carried unanimously.

Approve mileage **COUNCIL**

11. Other topics for future agendas

Ms. Schafer said Mayor Neitzke isn't able to attend the October 28th Finance meeting. She asked the members if they still want to hold that meeting and was told to cancel it. The next regular meeting will be on November 11th.

12. It was moved by Ald. Kastner, seconded by Ald. Bailey, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85 (1)(c) and (e) at 7:42 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters (Mayor Neitzke)
- b. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds) (Mayor Neitzke)

On a roll call vote, the motion carried unanimously.

13. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the closed session and reconvene into open session at 8:43 p.m. The motion carried unanimously.

Reconvene

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

The Interim Director of Human Resources is to proceed, as directed.

15. Decision regarding deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds) (Mayor Neitzke)

No action necessary.

16. It was moved by Ald. Kastner, seconded by Ald. Saryan, to adjourn the meeting at 8:44 P.M. The motion carried unanimously.

Adjourn

Distributed: 10/16/15

Respectfully submitted,
Joanne Waite, Human Resources Assistant