

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, NOVEMBER 11, 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
Eric Miller, City Assessor
Darren Rausch, Health Director

2. Approval of the October 14, 2015 Finance and Human Resources Committee minutes Approve 10/14/15 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the October 14, 2015 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

On this Veterans' Day, Ald. Saryan thanked all veterans living in Greenfield and all men and women presently serving in our Armed Services.

3. Discussion and decision to approve a Memorandum of Understanding with Mary Hlavinka for commercial assessment services (E. Miller)

Mr. Miller said the previous contract assessor for the past 18 years retired. He recommended several assessors, of which three expressed interest. Mr. Miller chose Ms. Hlavinka and recommends approval of the MOU.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a Memorandum of Understanding with Mary Hlavinka for commercial assessment services. The motion carried unanimously.

Approve MOU
for commercial
assessment services
COUNCIL

4. Discussion and decision to approve a 3-year agreement with Point & Pay, LLC to provide E-Payment services for the City (P. Schafer)

Ms. Schafer said this is a contract to provide E-Payment services, which accepts credit cards, debit cards, and e-checks. Two vendors work with our current tax and financial package. She recommended Point & Pay, LLC. The City Clerk's office, Health Department, DNS and Finance will use them.

Mayor Neitzke said the convenience fee will be passed on to the customer. There were several options in regards to this fee, and the City chose the one that was the least costly to residents.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a 3-year agreement with Point & Pay, LLC to provide E-Payment services for the City. The motion carried unanimously.

Approve E-Payment
Point & Pay, LLC
agreement
COUNCIL

5. Discussion and decision to approve a Memorandum of Understanding between the City of Greenfield and the American Red Cross in Southeastern Wisconsin (D. Rausch)

Mr. Rausch said this is a renewal agreement with the American Red Cross. The Red Cross agrees to partner with the City to meet the basic needs of those impacted by a disaster. The previous agreement was signed in 2009. He recommends updating this agreement every five years.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve a Memorandum of Understanding between the City of Greenfield and the American Red Cross in Southeastern Wisconsin. The motion carried unanimously.

Approve MOU with
American Red Cross
COUNCIL

6. Discussion and decision to approve a Statement of Understanding between the City of Greenfield Health Department and the American Red Cross in Southeastern Wisconsin (D. Rausch)

Mr. Rausch said this item relates to the prior American Red Cross item. It specifically relates to sheltering operations in an emergency situation. Sheltering is one of the functions primarily assigned to the Health Department. After the Patrick Cudahy fire, this was something the Red Cross put in place that outlines sheltering provisions and who has responsibility for which duties. He recommends approval of the SOU.

It was moved by Ald. Saryan, seconded by Ald. Kastner, to approve a Statement of Understanding between the City of Greenfield Health Department and the American Red Cross in Southeastern Wisconsin. The motion carried unanimously.

Approve SOU with
American Red Cross
COUNCIL

7. Discussion and decision to approve a Memorandum of Understanding between the Hales Corners Health Department and the Greenfield Health Department related to provision of immunization services (D. Rausch)

Mr. Rausch said this agreement has been in existence since March 2014. Due to some state and federal vaccination law changes, the Village of Hales Corners Health Department decided to get out of the immunization business. They have been referring clients to us. It works out well, because we share the Whitnall School District. Due to the retirement of the Hales Corners Health Officer, the MOU needs to be updated with

the current parties in place. The Hales Corners Health Department pays the City \$500 from immunization grant funds, which will be negotiated annually.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a Memorandum of Understanding between the Hales Corners Health Department and the Greenfield Health Department related to provision of immunization Services. The motion carried unanimously.

Approve MOU with
Hales Corners for
immunizations
COUNCIL

8. Discussion and decision to approve a contractor agreement between the City of Greenfield Health Department and the National Association of County and City Health Officials (NACCHO) pertaining to the 2015-2016 Local Health Department (LHD) Accreditation Support Initiative (ASI) grant (D. Rausch)

Mr. Rausch said the Health Department has tried to obtain this grant previously three times. On the fourth try, we were successful. This year, Greenfield is one of 23 awardees nationwide. There were 100 applications, and the selection process is highly competitive. Funding allows the Health Department to conduct community health assessment planning and build up our documentation to eventually become an accredited Health Department. With this grant, he can hire a consultant to help with the community assessment process.

Mayor Neitzke said this is another example of looking for ways that don't involve taxpayer money to make the City better. Mr. Rausch said the grant amount is \$8,330. The grant period is between January and June 2016. The community assessment was something the Health Department was going to do anyway. The last community health assessment was done five years ago.

Mayor Neitzke applauds Mr. Rausch and every department who applies for grants to make our city the best municipality in Wisconsin at what we do in a cost effective manner.

Mr. Rausch was asked about the accreditation process. He said a process has been in place nationally for the last three years. There are currently 79 local Health Departments that are accredited. There are 2,800 Health Departments nationwide. It is his goal to put a formal application in next year for accreditation and try to become one of the top 500 Health Departments in the nation as far as becoming accredited. The City of West Allis has gone through this, and Wauwatosa has applied and waiting a response.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a contractor agreement between the City of Greenfield Health Department and the National Association of County and City Health Officials (NACCHO) pertaining to the 2015-2016 Local Health Department (LHD)

Approve contractor
agreement with
NACCHO
COUNCIL

Accreditation Support Initiative (ASI) grant. The motion carried unanimously.

Mayor Neitzke said all Health Department agreements are under review by the City Attorney.

9. Approval of schedules of disbursements in the amount of \$1,521,015.31

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

Approve
disbursements
COUNCIL

<u>AUTHORIZED</u>	<u>10/23/15</u>	<u>AUTHORIZED</u>	<u>10/30/15</u>
Total	\$1,158,881.23	Total	\$324,790.33

<u>WIRE TRANSFERS OCT. 2015</u>	
Total	\$37,343.75

The motion carried unanimously.

10. Approval of mileage reimbursements in the amount of \$657.66

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$657.66. The motion carried unanimously.

Approve mileage
COUNCIL

11. Accept financial statement

It was moved by Ald. Kastner, seconded by Ald. Bailey, to accept the September 2015 financial statement. The motion carried unanimously.

Accept September
Financial statement
COUNCIL

12. Other topics for future agendas

Mayor Neitzke brought to the Committee's attention the potential creation of an Enterprise Fund for the fiber optic network that will be installed next year.

Ms. Schafer said the next Finance Committee meeting is scheduled for November 25th, the night before Thanksgiving. It was decided that if there is not a need for this meeting, it can be cancelled.

13. It was moved by Ald. Saryan, seconded by Ald. Bailey, to adjourn the meeting at 6:50 P.M. The motion carried unanimously.

Adjourn

Distributed: 11/12/15

Respectfully submitted,
Joanne Waite, Human Resources Assistant