

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MAY 31, 2017

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

Roll Call:	Ald. Saryan	Present
	Ald. Bailey	Present

Also Present: Paula Schafer, Finance Director
Bill Wingo, Director of Human Resources
Darren Rausch, Health Director

Excused: Ald. Kastner
Mayor Neitzke

2. Approval of the March 29, 2017 Finance and Human Resources Committee minutes

Approve 3/29/17 minutes

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve the March 29, 2017 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Election of Chairperson and Vice-Chairperson of the Finance and Human Resources Committee

It was moved by Ald. Bailey, seconded by Ald. Saryan, to nominate Ald. Saryan as Chair of the Finance and Human Resources Committee. The motion carried unanimously.

Election of Chair

It was moved by Ald. Saryan, seconded by Ald. Bailey, to nominate Ald. Bailey as Vice-Chair of the Finance and Human Resources Committee. The motion carried unanimously.

Election of Vice-Chair

4. Discussion and decision to approve the Gold Hardware Preventative Maintenance/Support and Firmware Agreement with Election Systems & Software, Inc. (ES&S) for the DS200 and AutoMARK voting equipment (J. Goergen)

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve the Gold Hardware Preventative Maintenance/Support and Firmware Agreement with Election Systems & Software, Inc. (ES&S) for the DS200 and AutoMARK voting equipment. The motion carried unanimously.

Approve election machine maintenance agreement
COUNCIL

5. Discussion and decision to approve a Public Health Specialist full-time position in the Health Department and authorize recruitment (D. Rausch)

Mr. Rausch said this position has existed in the Health Department since 2012. The initial position in 2012 was part-time, funded by grants. The position was expanded to full-time in 2014. To retain a competent employee, the position was changed to 0.6 FTE in 2015. The position has been vacant since January 2017. Mr. Rausch asks that it be filled full-time to provide oversight and management of the Farmer's Market, community health assessment and planning, grant programs, as well as quality improvement and accreditation.

Money was budgeted only for the 0.6 FTE position this year. Mr. Rausch said it will be easier to recruit and retain a full-time employee. It can be filled with available funds in the Health Department and by using grant funding, where appropriate, now and in the future.

Ald. Bailey asked if this position requires a Master's degree. Mr. Rausch replied that it requires a Bachelor's degree, with a Master's degree preferred. Filling this position with a person who has a Master's degree provides an opportunity for succession planning if his position becomes vacant to retain a Level III Health Department. He will recruit from a wide range of people from Bachelor's degree education and beyond. The pay scale is consistent with other Bachelor's prepared professional positions in the Health Department.

Mr. Wingo said he agrees with filling this position full-time. He said funding has been discussed with Ms. Schafer.

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve a Public Health Specialist full-time position in the Health Department and authorize recruitment. The motion carried unanimously.

Approve f/t
Public Health
Specialist position
COUNCIL

6. Approval of schedules of disbursements in the amount of \$1,405,640.09

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

Approve
disbursements
COUNCIL

<u>AP CHECKS</u>	<u>5/5/17</u>	<u>AP CHECKS</u>	<u>5/12/17</u>
Total	\$ 50,112.44	Total	\$ 509,750.57

<u>AP CHECKS</u>	<u>5/19/17</u>
Total	\$ 845,777.08

The motion carried unanimously.

7. Approval of mileage reimbursements in the amount of \$725.94

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve mileage reimbursements in the amount of \$725.94. The motion carried unanimously.

Approve mileage
COUNCIL

8. Approval of investments and reinvestments

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

Investments
& reinvestments
COUNCIL

LOCAL GOVERNMENT INVESTMENT POOL

April 2017 Statement

March Ending Balance	\$14,177,362.02
1 Deposit in April	8,243,135.66
0 Withdrawals in April	--
April Interest Earnings @ 0.65%	10,326.38
TOTAL	\$22,420,824.06

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Bank Mutual/MMkt	\$513,732.99	10/5/2011	variable		
Money Mkt/Tri-City Bank	\$1,366,231.96	12/31/2001	variable		\$180.77
Money Mkt/BMO Harris Bank	\$505,546.39	6/28/2011	variable		\$83.10
Ehlers Investment Partners	\$6,129,863.61	12/9/2014	variable		
Associated Bank Investments	\$6,138,051.36	12/10/2014	variable		
TD America Trade TIF # 6 (2015) X-031566	\$457,792.47	10/1/2015	variable		
TD America Trade TIF # 6 (2016) X-130060	\$416,302.13	6/29/2016	variable		
TD America Trade TIF # 6 (2016) X-287885	\$554,507.26	11/30/2016	variable		
TD America Trade TIF # 6 (2017) X-632136	\$2,867,765.53	4/1/2017	variable		
Totals	\$18,949,793.70				\$263.87

The motion carried unanimously.

9. Accept financial statement

It was moved by Ald. Bailey, seconded by Ald. Saryan, to accept the March 2017 financial statement. The motion carried unanimously.

Accept March 2017
financial statement
COUNCIL

10. Other topics for future agendas

Ald. Bailey asked if the budget would be discussed at the next meeting. Ms. Schafer replied that she has asked Department Managers to start entering their budget information.

Ms. Schafer anticipates the Auditor's Report to be presented at the June 28th meeting.

11. It was moved by Ald. Bailey, seconded by Ald. Saryan, to adjourn the meeting at 6:44 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Coordinator

Distributed: 6/2/17