

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, JULY 26, 2017

1. The meeting was called to order by Ald. Saryan at 6:33 P.M.

Roll Call:	Ald. Saryan	Present
	Ald. Bailey	Present

Also Present: Paula Schafer, Finance Director
William Wingo, Director of Human Resources
Darren Rausch, Health Director
Tim Lemmers, Information Technology Manager

Excused: Mayor Neitzke
Absent: Ald. Kastner

2. Approval of the July 12, 2017 Finance and Human Resources Committee minutes

Approve 7/12/17 minutes

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve the July 12, 2017 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve an agreement with Software Expressions, Inc. for an Electronic Health Record proposal for the Health Department (D. Rausch)

Mr. Rausch said this matter is something the Health Department has looked at for a number of years and has never found the right solution. Greenfield is unique in that the Health Department can't fit in with some of the other software systems that work for the City. Over the years, we have received a number of systems from the state that we use through a partnership with them. However, there are programs and services that the Health Department provides that don't have an electronic record, using paperwork instead.

Mr. Rausch said the Health Department has a 5-year history with Software Expressions. They were the vendor chosen to do flu billing for the Medicare/Medicaid populations and have also integrated the immunization registry with the state. Three bids were obtained, and he recommends Software Expressions as the best vendor solution.

Mr. Lemmers, our IT Manager, reviewed the proposal and contacted Software Solutions to make sure what they were offering worked with our system. This proposal is valued at \$18,500. Money is in the Health Department's budget through a combination of tax levy funds that were underspent this year, as well as grant programs. Ongoing costs after this year would be budgeted at \$1,000 annually.

Software Expressions is based in Brookfield. They have worked with many Health Departments over the years. Also, five other departments are expected to reach an agreement with them soon. While there is a lot of infrastructure now, the more Health Departments we put together and create a working group, the better value we have when it goes live.

Ald. Bailey asked about the other bids, and Mr. Rausch explained what those entailed. Mr. Lemmers added that when finding a software program, you need one that is going to fit your needs. This product meets Mr. Rausch's needs. Mr. Rausch said using this system, they could be paperless by the third quarter of 2018.

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve an agreement with Software Expressions, Inc. for an Electronic Health Record proposal for the Health Department not to exceed \$20,000. The motion carried unanimously.

Approve agreement
Software Expressions
for Health Dept.
COUNCIL

4. Discussion and decision to approve a job description for the Systems Administrator position in the Information Technology Department (T. Lemmers)

Mr. Lemmers wants to promote a current employee into a new position that more accurately reflects the job duties being performed. This year, new revenue has been brought in by hosting Marquette University's Police Department at our own site. More time, effort, and knowledge is required to maintain their system. The job also includes higher level data base work and networking.

Mr. Wingo said the IT industry is one of the hardest to keep up with because of changing technology. Salaries are expanding greatly. He did comparables to determine a salary for the new position. The revenue being brought in by this position more than pays for the salary increase.

Mr. Lemmers said this position would be his back-up on equipment. There is no supervision over personnel.

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve a job description for the Systems Administrator position in the Information Technology Department. The motion carried unanimously.

Approve job desc.
Systems Admin./IT
COUNCIL

5. Discussion and decision to set the salary for the Systems Administrator position in the Information Technology Department (T. Lemmers)

Mr. Lemmers said comparables were received from West Allis and Wauwatosa. The pay scale we are offering ranges from \$80,031 to \$91,839.

It was moved by Ald. Bailey, seconded by Ald. Saryan, to set the 5-step salary range for the Systems Administrator position in the Information Technology Department from \$80,031 to \$91,839. The motion carried unanimously.

Approve salary
for Systems
Administrator
COUNCIL

6. Discussion and decision to approve filling the Systems Administrator position in the Information Technology Department (T. Lemmers)

Mr. Lemmers said this will be a promotion for a current employee in the IT Department.

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve filling the Systems Administrator position in the Information Technology Department. The motion carried unanimously.

Approve filling
Systems Admin.
position
COUNCIL

7. Approval of schedules of disbursements in the amount of \$1,498,711.51

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>7/7/17</u>	<u>AP CHECKS</u>	<u>7/14/17</u>
Total	\$ 346,952.21	Total	\$1,050,025.14

<u>P-CARDS JUNE 2017 STATEMENT</u>
Total
\$ 101,734.16

The motion carried unanimously.

8. Approval of mileage reimbursements in the amount of \$1,344.68

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve mileage reimbursements in the amount of \$1,344.68. The motion carried unanimously.

Approve mileage
COUNCIL

9. Approval of investments and reinvestments

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

Investments
& reinvestments
COUNCIL

LOCAL GOVERNMENT INVESTMENT POOL	
<u>June 2017 Statement</u>	
May Ending Balance	\$18,251,371.16
0 Deposits in June	-
0 Withdrawals in June	-
June Interest Earnings @ 0.77%	<u>11,553.54</u>
TOTAL	\$18,262,924.70

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Bank Mutual/MMkt	\$513,732.99	10/5/2011	variable		\$192.14
Money Mkt/Tri-City Bank	\$1,366,586.81	12/31/2001	variable		\$168.48
Money Mkt/BMO Harris Bank	\$505,714.15	6/28/2011	variable		\$85.69
Ehlers Investment Partners	\$6,148,474.12	12/9/2014	variable		
Associated Bank Investments	\$6,083,158.22	12/10/2014	variable		
TD America Trade TIF # 6 (2015) X-031566	\$457,676.32	10/1/2015	variable		
TD America Trade TIF # 6 (2016) X-130060	\$280,738.92	6/29/2016	variable		
TD America Trade TIF # 6 (2016) X-287885	\$533,291.46	11/30/2016	variable		
TD America Trade TIF # 6 (2017) X-632136	\$1,676,882.49	4/1/2017	variable		
Totals	\$17,566,255.48				\$446.31

The motion carried unanimously.

- 9a. It was moved by Ald. Bailey, seconded by Ald. Saryan, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) at 7:01 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters (W. Wingo)

On a roll call vote, the motion carried unanimously.

- 9b. It was moved by Ald. Bailey, seconded by Ald. Saryan, to adjourn the closed session and reconvene into open session at 8:03 p.m. The motion carried unanimously.

Reconvene

- 9c. Decision of specific personnel problems as related to personnel matters

It was moved by Ald. Bailey, seconded by Ald. Saryan, for the Director of Human Resources to proceed, as directed, The motion carried unanimously.

10. Other topics for future agendas

None

11. It was moved by Ald. Bailey, seconded by Ald. Saryan, to adjourn the meeting at 8:04 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Coordinator

Distributed: 7/28/17

Minutes are not official until formally approved at the next scheduled meeting