

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT
THE GREENFIELD CITY HALL ON WEDNESDAY, SEPTEMBER 12, 2018.

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
Scott Jaquish, Director, Parks & Recreation
Mikayla Schwab, Parks & Recreation
Darren Rausch, Health Officer/Director, Health Department

2. Approval of the August 8, 2018 Finance and Human Resources Committee minutes

Approve
8/8/18 Minutes

It was moved by Ald. Kastner, seconded by Ald. Saryan to approve the August 8, 2018 Finance and Human minutes as presented.

The motion carried unanimously.

3. Discussion and decision to create Public Health Intern (part-time) position job description within the Health Department.

Approve
creating Public
Health Intern
(part-time)
position job
description
within the
Health
Department
Council

Mr. Rausch stated over the years they have hosted interns through academic programs through semester-long opportunities and depending on availability, their interest, the City's workload, and available funding, the City has kept them on under the Public Health intern banner. It was never formally codified as a job description and never formally ratified by Council.

At this time, this process is being looked at being formalized because there is a lot of grant funds. There has been a struggle with recruiting a workforce to Public Health. There is an underlying aspect of this intern program where the City can work with these students to get the important work done under grant dollars while also training them to potentially move in to a nursing position or other public health position.

Mr. Rausch stated he would like to formalize this and begin to recruit such interns. Mr. Rausch stated that some other departments have had interns, such as Planning, Police (CSO's, intern-like).

Mayor Neitzke stated typically 90% of this is grant funded, 10% is levied. Mr. Rausch stated with some levy money behind it the City can make sure the intern works on a number of items and programs. Ald. Bailey asked how many interns. Mr. Rausch stated that ideally their staff could handle two or three. For this purpose, the request is to move forward with recruiting two and see how that process goes. Ald. Bailey asked how many hours per week. Mr. Rausch stated it would vary based on school needs, 15 – 20 maximum.

Mayor Neitzke state this position would never be a concern for being pension eligible due to hours.

Mayor Neitzke stated the organizational chart would need to be amended in the 2019 budget to include the intern positions.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve creating Public Health Intern (part-time) position job description within the Health Department.

The motion carried unanimously.

4. Discussion and decision to approve recruiting and hiring for the Public Health Intern (part-time), up to two positions.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve recruiting and hiring for the Public Health Intern (part-time), up to two positions.

The motion carried unanimously.

5. Discussion and decision to approve contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2019 Consolidated Contract grant funding related to public health emergency preparedness.

Mr. Rausch stated the information provided is a continuation contract the Federal government put on a continuing resolution from year-to-year. The funding officially ran out last year and was re-authorized for five years. The City is in year one of a five year funding cycle. The State has turned these into contract amendments, which need signatures. This funding continues from the CDC, administered through the Wisconsin Department of Health Services. Across the two funding streams are just under \$50,000 of money in public health preparedness. This means from planning for Anthrax, Smallpox, working on communicable disease outbreaks, pandemic influenza. The funds are important whether it is emergency or day-to-day. The amendment and approval to move forward with the funding is requested.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2019 Consolidated Contract grant funding related to public health emergency preparedness.

The motion carried unanimously.

6. Discussion and decision to approve Contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2019 Consolidated Contract grant funding related to core public health services.

Mr. Rausch stated this is a contract amendment. The CDC funds these programs and it is administered through the Wisconsin Department of Health Services. These categorical grant funds support lead poisoning prevention, childhood immunizations, maternal and

Approve recruiting and hiring for the Public Health Intern (part-time), up to two positions
Council
Approve contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2019 Consolidated Contract grant funding related to public health emergency preparedness
Council
Approve contract amendment between the State of Wisconsin Department of

child health and prevention grant dollars. This is approximately just under \$30,000 in funding and it has been consistent over the past five to seven years. There will be a one page amendment for signature, which will be forwarded when received.

Health and
Family
Services and
the Greenfield
Health
Department
related to 2019
Consolidated
Contract grant
funding related
to core public
health services
Council

Mayor Neitzke stated these last two items show the aggressiveness the City staff has with obtaining grant funding. Mr. Rausch has been stellar at providing grant funding. A significant portion of what is provided in the health department comes from grant funding, not from taxpayer revenue. Mr. Rausch stated there is an additional \$30,000 or more in grant funding he will be bringing forward to support opioid prevention, mental health awareness. This is through a pilot partnership project with the State last year to use up some opioid prevention funds. Because the City was one of six entities across the State that did this last year, the State will provide up to another \$20,000 to customize opioid and substance abuse related messaging for the City of Greenfield. Mr. Rausch stated they are looking forward to this opportunity to do this good work, but also get staff trained on how to get these messages together so that they can better inform and educate the community. Mayor Neitzke stated this is in conjunction with the Fire and Police Department. Mr. Rausch stated they secured some funds from Health, Fire and Police to put together a teen reality room, which is a way of educating parents on what they could look for in their teen's bedrooms for heroin and opioid use. This is using the Fire Department's trailer, it can be set up to look like a bedroom and take it school to school throughout the community. They are very close to purchasing the items to put in there using the grant funds. This will be a great asset to the community as they support bigger efforts such as Ethan's Run, the money for substance abuse education. Mayor Neitzke stated this is the number one public health issue in the City that has the most dire consequence for those that are affected by it. Mayor Neitzke stated he is very proud of the staff for what they are doing with regard to this.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve Contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2019 Consolidated Contract grant funding related to core public health services.

The motion carried unanimously.

7. Discussion and decision to approve contract allowing for the continuation of the Stockbox program.

Mr. Jaquish stated this is an annual renewal item with the continuation of the Stockbox program through the Hunger Taskforce. This is an annual monthly program which provides food supplements to generally seniors or those in financial need, staffed by volunteers and Mikayla from the Parks and Recreation Department.

Approve
contract
allowing for
the
continuation of
the Stockbox
program
Council

Mayor Neitzke stated he and Ald. Saryan were at the Salvation Army today on 29th and Cold Spring for their dedication to the food pantry and their partnership to the Hunger Taskforce. It was fascinating, the place looks great, well organized, this is an asset to the community. Working with the Hunger Taskforce and the Salvation Army are both great for the City, they provide resources the government cannot.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve contract allowing for the continuation of the Stockbox program.

The motion carried unanimously.

- 7a. Discussion and decision to approve fund transfers between Engineering Division capital improvement accounts.

Mayor Neitzke stated that it is approximately \$18,000.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve fund transfers between Engineering Division capital improvement accounts.

The motion carried unanimously.

Approve fund transfers between Engineering Division capital improvement accounts
Council

8. Presentation of proposed 2019 budget and brief discussion

Mayor Neitzke stated he will not be presenting the budget this evening. They are still working on the budget. The budgeted health insurance cost, a 2% raise and two positions (one in the planning department and the Assistant Finance Director) adds up to approximately \$1 million overall. There is another \$1 million of capital equipment expenditures. Mayor Neitzke stated at the next Finance & HR meeting there will be a budget in place to present. There may be a need for a special Finance & HR meeting depending on when the notices occur.

9. Approval of schedules of disbursements in the amount of \$881,947.22 and \$1,999,937.42

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

Approve disbursements
Council

AP CHECKS	8/3/18	\$ 80,649.59
AP CHECKS	8/10/18	\$ 412,904.93
AP CHECKS	8/17/18	\$ 223,790.38
P-CARDS/JULY	7/23/18	<u>\$ 164,602.32</u>
<u>TOTAL</u>		<u>\$ 881,947.22</u>
AP CHECKS	8/24/18	\$ 581,884.20
AP CHECKS	8/31/18	\$ 375,627.15
WIRE TRANSFERS	AUG 2018	<u>\$1,042,426.07</u>
<u>TOTAL</u>		<u>\$1,999,937.42</u>

The motion carried unanimously.

10. Approval of mileage reimbursements in the amount of \$782.45 and \$855.04

Approve
mileage
Council

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the mileage in the amount of \$782.45 and \$855.04.

The motion carried unanimously.

11. Investments and reinvestments

Investments &
reinvestments
Council

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

LOCAL GOVERNMENT INVESTMENT POOL

July 2018 Statement

June Ending Balance	\$20,033,796.80
6 Deposits in July	\$ 8,270,575.29
2 Withdrawals in July	\$ 4,750,000.00
July Interest Earnings @1.95%	<u>\$ 33,526.04</u>

Total: \$23,587,898.13

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$1,154,543.94	12/31/2001	variable		\$142.34	21901270
Money Mkt/BMO Harris Bank	\$507,008.10	6/28/2011	variable		\$165.46	46370511
Ehlers Investment Partners X-2055705	\$6,192,336.78	12/9/2014	variable			
Associated Bank Investments	\$6,089,470.64	12/10/2014	variable			
TD America Trade TIF # 6 (2015) X-031566	\$277,242.05	10/1/2015	variable			
TD America Trade TIF # 6 (2016) X-130060	\$0.00	6/29/2016	variable			
TD America Trade TIF # 6 (2016) X-287885	\$187,522.49	11/30/2016	variable			
TD America Trade TIF # 6 (2017) X-632136	\$87,794.92	4/1/2017	variable			
Totals	\$14,495,918.92				\$307.80	

The motion carried unanimously.

12. Accept Financial Statements.

Accept July
Financial
Statements
Council

It was moved by Ald. Kastner, seconded by Ald. Bailey to accept July 2018 financial statements.

The motion carried unanimously.

13. Other topics for future agendas

The budget is a future agenda item.

14. 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) at 7:00 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters

On a roll call vote, the motion carried unanimously.

Mayor Neitzke, P. Schafer are in the audience.

15. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the closed session and reconvene into open session at 8:05 p.m.

Reconvene

The motion carried unanimously.

16. Decision of Specific personnel problems as related to personnel matters

It was moved by Ald. Kastner, seconded by Ald. Bailey, for the Acting Director of Human Resources to proceed as directed.

17. Adjourn

Adjourn

It was moved by Ald. Kastner, seconded by Ald. Bailey to adjourn the meeting at 8:06 p.m.

The motion carried unanimously.