



Common Council Conference Room
8040 S. 6TH Street
Oak Creek, WI 53154
(414) 766-7000

PERSONNEL COMMITTEE
WEDNESDAY, April 10th, 2019
1:00 P.M.

Michael Toman - Chair
Kenneth Gehl
Richard Duchniak

The City's Vision

Oak Creek: A dynamic regional leader, connected to our community, driving the future of the south shore.

1. Call Meeting to Order

Meeting was called to order by Chairman Gehl at 1:08 p.m.

2. Roll Call

Alderman Gehl and Alderman Duchniak (Mobile). Alderman Toman was not in attendance. In attendance also was Assistant Administrator/Comptroller Souffrant, Management Intern Bernhoff, Police Chief Anderson, City Administrator Vickers, City Engineer Simmons and Human Resources Manager Rodgers.

3. Approval of Minutes from March 18, 2019 Personnel Committee meeting

Alderman Gehl made a motion to approve the Minutes from March 18, 2019. Seconded by Alderman Duchniak. All aye, motion carried.

4. Police Department Contingency Hire Status Change for Jonathan Stollenwerk to Probationary Officer effective April 8, 2019.

Chief Anderson updated the Committee on the staff situation with Police. This position will fill the recent vacancy from a retired officer.

Alderman Gehl made a motion to approve the Contingency Hire Status Change for Jonathan Stollenwerk to Probationary Officer. Seconded by alderman Duchniak. All aye, motion carried.

5. Request to fill Design Engineer position in the Engineering Department.

City Engineer Simmons discussed the recent vacancy upon a promotion of an internal candidate to Assistant City Engineer. Alderman Duchniak mentioned that there seem to be no potential internal candidates to fill this position. City Engineer Simmons said they are ready to post this open job upon Personnel Committee approval. Administrator Vickers added that the position needs to be filled due to the high priority of work flow through the Engineering department. Administrator Vickers added that there is a financial buffer for this position due to the recent department changes and the part-time sanitarian position no being utilized. Alderman Gehl asked about how the wage range will work for a potential hire. City Engineer Simmons believes the current wage range is sufficient enough to hire a less experienced Engineer that can handle the workload.

Visit our website at www.oakcreekwi.org for the agenda and accompanying common council reports.

Alderman Gehl made a motion to approve filling the Design Engineer position in the Engineering Department. Seconded by Alderman Duchniak. All aye, motion carried.

6. Request to fill Zoning Administrator/Planner position in the Community Development Department.

Administrator Vickers discussed the recent vacancy of this position. The job description is being revised to update with the workload. The salary range will remain the same in order to attract a solid candidate. This person will rely heavily on Zoning Administration. In the future, resources will allow to add support for code compliance section of this job. This position is crucial to fill due to the high capacity the City is experiencing. Alderman Duchniak asked if this position will not cover code compliance. Administrator Vickers said this position will handle code compliance, however in the future the focus will be on code compliance and therefore a new position will be added to meet that need. Alderman Duchniak asked if there is any potential internal candidate, to which Assistant Administrator Souffrant said not at this time.

Alderman Gehl made a motion to approve filling the Zoning Administrator/Planner position in the Community Development Department. Seconded by Duchniak. All aye, motion carried.

7. Request to fill Assistant Comptroller position in the Finance Department.

Assistant Administrator/Comptroller Souffrant discussed the background of this recent vacancy. Souffrant also looked to review the duties for any possible update of the position responsibilities. Some duties will be transferred to another department position in order to transition to focus on financial Comptroller duties. The title has been changed to be more marketable from a leadership perspective in order to handle more projects and less payroll duties. Payroll will no longer be their main focus. The pay range is currently sufficient in order to fill an experienced candidate.

Alderman Gehl made a motion to approve filling the Assistant Comptroller position in the Finance Department. Seconded by Alderman Duchniak. All aye, motion carried.

8. Discuss current status of health insurance.

Assistant Administrator/Comptroller Souffrant updated Committee members on how the meetings went with staff and families on the health insurance update. Signa plan is moving forward and beginning to move away from Amps. City Attorneys have been working to review this current situation. Aurora is still in the negotiating process. Childrens has not been working with the City on negotiations. Childrens has a gross bill under \$100,000. Pro Healthcare is working on a settlement at this time. Meetings are still well underway to remedy this situation. Alderman Duchniak asked who's responsible for repairing the credit situation. Souffrant provided a background and stated Ascension is working to fix the credit issues. Affected employees will be able to sign up for a credit monitoring service that the City will pay for and Gallagher will reimburse the City. Souffrant mentioned a temporary hire may be needed in order to assist with this health insurance situation. Alderman Duchniak asked if the City can recoup some of the financial losses once this problem is addressed, to which Souffrant said they will work on providing that definite answer.

No action was taken on this discussion.

9. Adjourn

Alderman Gehl made a motion to adjourn at 1:45 pm. Seconded by Alderman Duchniak. All aye, motion approved.

Dated this 10th day of April, 2019
Posted on 04/08/2019

Public Notice

Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Oak Creek City Clerk at 766-7000, by fax at 766-7976, or by writing to the ADA Coordinator at the Oak Creek Health Department, 8040 S. 6th Street, Oak Creek, Wisconsin 53154.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice