

PERSONNEL COMMITTEE MEETING
MINUTES
WEDNESDAY, JUNE 12, 2019, 1:00 P.M.

1. Ald. Toman called the meeting to order at 1:00 p.m. On roll call the following alderpersons were present Ald. Gehl and Ald. Duchniak.

Also in attendance was Police Captain David Stecker, Assistant Administrator/Comptroller Bridget Souffrant, Human Resources Manager Judy Rogers, Management Intern Beau Bernhoft, and Director of Public Works Ted Johnson.

2. *Ald. Duchniak, seconded by Ald. Toman, moved to approve the minutes of the May 22, 2019 meeting. Ald. Gehl abstained from the vote. Approved.*

3. **Request to fill two Police Officer Positions (PD).**

Cpt. Stecker discussed the background for the two vacant Police Officer positions: 1) School Resource Officer (SRO) and 2) Vacancy due to a retirement.

The SRO position was included in the City's 2019 budget. The position was contingent on OCFSD agreeing to compensate the City for 67% of the wages and benefits for this position. OCFSD Preliminary Budget #2 for 2019-2020 was approved at their June 10, 2019 Business Meeting.

Since one Officer will need to come from the academy it is crucial that the person be selected for hire prior to August 2019. Ald. Toman asked if the City should proceed with the "contingent" hire not knowing if the School Board would approve the new split of 67/33 or even the additional staffing. Mrs. Souffrant stated that there are funds to cover the cost of the hire even if the School Board does not sign the agreement. Cpt. Stecker agreed because of some other retirements this position would be absorbed. Ald. Gehl asked how the PD selects the SRO. Cpt. Stecker stated that the City will bill the OCFSD at the top salary rate and the Officer selected would not be a newly hired Officer. A seasoned Officer would become the SRO and their position would be back-filled.

Ald. Gehl made a motion to approve the request to fill the Police Officer (PD) School Resource Officer (SRO) position. Seconded by Ald. Duchniak. Unanimously approved.

The second vacancy is due to Officer Todd Abel's retirement which is effective June 14, 2019.

Ald. Gehl made a motion to approve the request to fill a Police Officer position (PD) due to a retirement. Seconded by Ald. Duchniak. Unanimously approved.

4. **Request to fill Mechanic II position (DPW).**

Mr. Johnson stated that David Barbee, Chief Mechanic has resigned. Gary Wagner who has been performing in the position during Mr. Barbee's absence for over a year will be promoted to the position permanently. Mr. Wagner is already receiving the correct pay for the position. This promotion will create a vacancy for a Mechanic II position (DPW).

Ald. Duchniak made a motion to approve the request to fill the Mechanic II position (DPW). Seconded by Ald. Gehl. Unanimously approved.

5. Request to fill Staff Accountant position (Finance).

The Finance Department's vacancy is similar to DPW's situation; an internal candidate Jamie Strobl was promoted to the Assistant Comptroller position. This promotion created a Staff Accountant vacancy. Mrs. Souffrant requested permission for the City Administrator to be able to hire at any wage level within the current wage range. No increase to the range is needed but it may be necessary to hire with a starting rate above the mid-point of the wage range.

Ald. Duchniak made a motion to approve the request to fill the Staff Accountant position, giving the City Administrator the authority to offer any hiring wage amount within the current wage range. Seconded by Alderman Gehl. Unanimously approved.

6. Discuss increasing base wage of two inspector positions.

Ms. Rogers stated that the recently hired Inspector was hired at \$75,000. This person came from a neighboring community and accepted a starting salary that is below his previous. Ms. Rogers stated that in order to maintain internal equity the other two Inspectors should be moved up to \$75,000. The fiscal impact of moving these two positions is \$8,179.42 annually. Ms. Rogers also proposed that the salary range be adjusted to accommodate this change. If the Committee were to approve moving forward with this change a wage Ordinance would go to the Common Council on June 18. Ald. Toman inquired about retroactive pay. Mrs. Souffrant stated that the City Administrator was not in agreement to do retroactive payments. Therefore, if the Common Council approves the Ordinance the change in pay would be effective June 18th.

Ald. Gehl made a motion to recommend an increase base wage of all inspector positions to \$75,000 contingent on the salary ordinance passing in Common Council. Seconded by Ald. Toman. Unanimously approved.

7. Discuss current status of health insurance.

Mrs. Souffrant gave the Committee background on the current health insurance situation. Currently the Staff is waiting on signed agreements from Aurora and Ascension. Both have offered discounts. The "one-off providers" or Miscellaneous will be the last group to be resolved and these are very low dollar amounts.

The final fees due to AMPS has not been settled. This is an ongoing issue and we may invite Rob Buikema to the June 26th Personnel Committee meeting invited to get an update.

No action required.

8. Adjourn.

Ald. Duchniak made a motion to adjourn at 1:51 p.m. Seconded by Ald. Gehl. Unanimously approved.

Dated this 12 day of June, 2019
Posted 06/10/2019

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