

**Personnel and Finance Committee Meeting Minutes**  
**October 13, 2021 12:00 P.M.**

**Item 1: Call Meeting to Order**

The meeting was called to order at 12:11 P.M. by Alderman Gehl.

**Item 2: Roll Call**

Committee members present: Alderman Duchniak and Alderman Gehl. Alderman Toman was excused. Also Present: City Administrator Andrew Vickers, Assistant City Administrator/Comptroller Max Gagin, HR Manager Judy Rogers, City Clerk Catherine Roeske, and Management Intern Josh Allain.

**Item 3: Approval of Minutes from 09/08/2021**

Alderman Duchniak made a motion to approve the minutes of September 8th, 2021, seconded by Alderman Gehl. All Aye, motion carried.

**Item 4: Discuss Management Staff transition planning.**

City Administrator Vickers said the Mayor is nominating the City Engineer and the City Treasurer at the next Common Council meeting. As a result of the proposed internal hiring of the City Engineer position, Vickers anticipates the City will have some backfilling in the Department if other vacancies are promoted internally, such as Assistant City Engineer. The City Treasurer replacement is also a proposed internal hire, but this will not require any backfilling of the Deputy position at present.

For the replacement of the Assistant Director of Public Works and Director of Public Works, Vickers has recommended multiple options to fill that vacancy. An internal candidate will likely emerge for the Assistant position, which Vickers said possibly is an interim appointment until a permanent Director is on board. In the future, he would like to discuss the internal structure of the DPW and other departments; in the meantime, he would recommend an interim Director of Public Works.

The process for the replacement of the Police Chief will be led by the Police and Fire Commission in accordance with state statute.

**Item 5: Review updated Merit Compensation Award Program.**

ACA Gagin reported the staff experienced unintended problems implementing the current merit award program and looked at ways to improve the program. The staff's committee on the merit pay program proposed several changes, including but not limited to: a new system for choosing dollar amounts for recipients and redefining past categories for what qualifies as eligible for merit action. Rogers has also proposed a reconfiguration of staff members who are a part of the committee. Staff is trying to have a program that can be more inclusive of all staff in the various City departments.

Duchniak and Gehl suggested a program that includes community involvement or service in the community as one of the merit-eligible categories. A program that can recognize staff would be a crucial part of advancing the organizational SAP goal of having employee engagement. Gagin and Rogers have also recommended asking staff what type of rewards they would like for community engagement/involvement, aside from the merit program.

The committee members and staff discussed, in general, various ways to foster a more engaged workforce.

**Item 6: Discuss potential Employee Recruitment and Retention Program.**

Vickers said a retention program would have been ideal recently because of the number of retirements without firm timelines.

The Committee also discussed the value of an Employee Referral Bonus Plan. The Committee agreed that employees would not refer questionable candidates. Alderman Gehl has suggested that these bonuses and "sign-on bonuses" be only offered to individuals for the hard-to-fill vacancies and not as a general rule. Following discussions around "internal equity" that these hiring bonuses can produce. The Aldermen said they suggest that the staff continue exploring the ins and outs of offering "bonuses" since this is only a preliminary discussion.

**Item 7: Adjournment**

Alderman Gehl made a motion to adjourn at 1:39 P.M., seconded by Alderman Duchniak. All Ayes, the motion carried.

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, fax at 766-7976, or write to the ADA Coordinator at the Oak Creek Health Department, 8040 S. 6<sup>th</sup> 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.