

Personnel and Finance Committee Meeting Minutes

July 26, 2023

10:30 A.M.

Item 1. Call Meeting to Order

Ald. Gehl called the meeting to order at 10:33 A.M.

Item 2. Roll Call

Committee members present: All Committee members present except Ald. Ruetz, who was excused.

Also Present: City Administrator Andrew Vickers, Assistant City Administrator (ACA) Max Gagin, Human Resources (HR) Manager Toni Vanderboom, City Clerk Catherine Roeske, City Treasurer Sara Kawczynski, Public Health Officer Darcy DuBois, and City Engineer Matthew Sullivan.

Item 3. Approval of minutes from 6/13/2023

Ald. Kurkowski made a motion to approve the minutes of 6/13/2023, seconded by Ald. Gehl. All aye; motion carried.

Item 4. Consider a motion to approve the creation of a Public Health Manager position for the Health Department.

Public Health Officer DuBois shared with the Committee that the Health Department has undergone numerous changes over the past few years. Specifically, the Health Department has increased from four full-time and three part-time staff in early 2020 to eight full-time and two part-time staff as of today.

In addition to increased staffing, the Health Department has experienced a significant increase in grant funding and subsequently, an increase in activities and services over the past few years. Additional grant funding has also significantly increased the amount of required financial and grant reporting, which take a significant amount of time and effort to complete.

Although increase grant funding has allowed the Health Department to expand and diversify its staffing, activities, and services, it has resulted in an increased span of control that is increasingly challenging for the Public Health Officer to manage successfully and effectively long-term.

The proposed Public Health Manager position will work under the Public Health Officer and will assist with supervision of Health Department staff and activities. The proposed Public Health Manager position will be responsible for oversight of clinical operations, the Department's Community Health Assessment and Community Health Improvement Plan processes, new staff orientation, and other activities. Public Health Officer DuBois shared with the Committee that her intention is to fill the proposed Public Health Manager position with an existing staff member and expects the fiscal impact to be less than \$10,000 annually.

Discussion ensued among Committee members on the proposed Public Health Manager position.

Ald. Kurkowski made a motion to approve the creation of a Public Health Manager position for the Health Department, seconded by Ald. Gehl. All aye; motion carried.

Item 5. Continued discussion of paid leave for non-represented employees.

HR Manager Vanderboom presented the results of a comparative analysis of paid leave among local governments in Wisconsin who utilize a PTO model. Additionally, a few sample PTO policies were provided to the Committee.

The comparative analysis highlights the following lacks in our current PTO policy and schedule:

- PTO levels are too low regardless of years of service in the organization.
- It takes too long before PTO accruals increase.
- PTO accrual amounts reach the maximum too late in a non-represented employee's career with the City of Oak Creek.
- The City of Oak Creek does not currently have a short-term disability program in lieu of sick leave, which often leads to non-represented employees with FMLA events going unpaid during their time off work.

Further, the analysis showed that many local governments in Wisconsin who utilize a PTO model also provide employees with the means to transfer unused PTO into an extended leave bank, so an employee does not go unpaid during a FMLA event. Essentially, the extended leave bank acts as a self-funded short-term disability policy.

Discussion ensued among Committee members and staff on a variety of paid leave items. Ultimately, the Committee understood that Oak Creek current PTO policy and schedule lacks compared to neighboring and comparable municipalities, and that more discussion needs to be had on finding a solution to right-size non-represented employees' PTO. The Committee asked staff to prepare a recommended PTO policy and schedule for non-represented employees based on the results of the two analyses and sample PTO policies presented.

Item 7. Adjournment.

Ald. Gehl made a motion to adjourn at 11:36 A.M., seconded by Ald. Kurkowski. All aye; 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. 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.