

Personnel and Finance Committee Meeting Minutes
September 27, 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.

Also Present:

- City Administrator (CA) Andrew Vickers
- Assistant City Administrator (ACA) Max Gagin
- City Clerk Catherine Roeske
- City Treasurer Sara Kawczynski
- Human Resources (HR) Manager Toni Vanderboom
- Police Chief Dave Stecker
- Fire Chief Mike Kressuk
- City Engineer Matt Sullivan
- Administrative Support Manager Sherry Grant
- Deputy City Clerk Christa Miller

Item 3. Approval of minutes from 9/13/2023

Ald. Kurkowski made a motion to approve the minutes of 9/13/2023, seconded by Ald. Ruetz. All aye; motion carried.

Item 4. Electronic payment processing update

City Treasurer Sara Kawczynski provided the Committee with an update on selecting an electronic payment processing vendor for City operations. In July of 2023, the City issued a Request for Proposal (RFP) and received eight proposals. A City team reviewed the proposals and requested demonstrations from three vendors. After the demonstrations, Point & Pay stood out as the preferred vendor as their product directly integrates with our BS&A software, which will provide the most streamlined process for accepting electronic payments to our customers. Additionally, Point & Pay offered the lowest minimum convenience fees to our customers. The goal is for the City to be accepting electronic payments by January 1, 2024.

The Committee asked questions and provided input on accepting electronic payments, and ultimately agreed via consensus with the City team's recommendation to proceed with Point & Pay as the City's electronic payment processing vendor.

Item 5. Continued discussion and possible action on paid leave for non-represented employees.

Human Resources (HR) Manager Toni Vanderboom presented two PTO options for full-time non-represented employees and three options for part-time, non-represented employees. Those options were:

PTO Options for Full-Time, Non-Represented Employees

1. Employees would start at 25 days of PTO and increase to a maximum of 30 days of PTO at the start of 5 years of employment.
2. Employees would start at 30 days of PTO with no additional accruals during their career.

PTO Options for Part-Time, Non-Represented Employees

1. Grant a direct proration based on the hours which part-time employees are required to regularly work. A direct proration approach would mean that a regular part-time employee with 0-4 years of

service would receive equivalent to 5 weeks of PTO under their normal work schedule, and they would increase to 6 weeks of PTO under their normal work schedule at 5+ years.

2. Grant two weeks of PTO based on the hours the part-time employee is required to regularly work.
3. Alternate proration:
 - 0-4 years: equivalent to two weeks of PTO
 - 5+ years: equivalent to three weeks of PTO

HR Manager Vanderboom vetted all of the options presented with Department and Division to determine if additional PTO may have a material impact on their operations. A few Departments indicated additional PTO for full-time, non-represented employees may create strain on their operations, but they should be able to manage. However, Public Works and the Library Departments indicated that a direct proration of PTO for part-time, non-represented employees (Option #1 for part-time employees) may result in a need for additional part-time staff due to coverage issues.

HR Manager Vanderboom also reminded the Committee that one of the challenges identified was the lack of a short-term disability program. Therefore, HR staff developed a proposal for an Extended Paid Leave program to address this issue. This program would allow full-time, non-represented employees to dedicate carryover PTO into the Extended Paid Leave program up to 280 hours while the City would also front-load 40 hours of leave into the bank. The program max of 280 hours is strategic as it would pay the employee until the waiting period for long-term disability benefits applies. Of note, Extended Paid Leave use would be limited to FMLA absences and would be ineligible for payout upon separation.

The Committee asked questions and provided input on the PTO options for full- and part-time, non-represented employees.

For full-time employees, the Committee asked if staff could evaluate an alternate PTO schedule not originally contemplated for the Committee's next meeting. The Committee's alternate PTO schedule is as follows:

- 1-2 years = 22 days of PTO
- 3 years = 23 days of PTO
- 4 years = 24 days of PTO
- 5-6 years = 25 days of PTO
- 7-9 years = 28 days of PTO
- 10+ years = 30 days of PTO

For part-time employees, the Committee believed a direct proration approach (Option #1) would create the need for additional part-time staff and instead preferred Option #2 or Option #3.

Staff will analyze the Committee's alternate PTO schedule and provide the results at the October 11th meeting.

Item 6. Adjournment

Ald. Kurkowski made a motion to adjourn at 12:06 P.M., seconded by Ald. Ruetz. 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.