

Personnel and Finance Committee Meeting Minutes
October 11, 2023
10:30 A.M.

Item 1. Call Meeting to Order

Ald. Gehl called the meeting to order at 10:30 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
- Assistant Fire Chief Mike Havey
- City Engineer Matt Sullivan
- Administrative Support Manager Sherry Grant
- OCPPA Vice President Zachary Case

Item 3. Approval of minutes from 9/27/2023

Ald. Ruetz made a motion to approve the minutes of 9/27/2023, seconded by Ald. Kurkowski. All aye; motion carried.

Item 4. Discussion and possible action on a three-year contract renewal for banking services with Tri City National Bank.

Ald. Ruetz made a motion to recommend the Common Council approve a three-year contract renewal for banking services with Tri City National Bank, seconded by Ald. Kurkowski. All aye; motion carried.

Item 5. Consider a motion to recommend the Common Council approve a Memorandum of Understanding (MOU) between the City of Oak Creek and the Oak Creek Professional Police Officer's Association (OCPPA) regarding Articles 9 and 10 of the Labor Agreement.

Ald. Kurkowski made a motion to recommend the Common Council approve a Memorandum of Understanding (MOU) between the City of Oak Creek and the Oak Creek Professional Police Officer's Association (OCPPA) regarding Articles 9 and 10 of the Labor Agreement, seconded by Ald. Ruetz. All aye; motion carried.

Item 6. Consider a motion to recommend the Common Council approve a Memorandum of Understanding (MOU) between the City of Oak Creek and the International Association of Firefighters (IAFF) – Local 1848 regarding Article 16 of the Labor Agreement.

Ald. Gehl made a motion to recommend the Common Council approve a Memorandum of Understanding (MOU) between the City of Oak Creek and the International Association of Firefighters (IAFF) – Local 1848 regarding Article 16 of the Labor Agreement, seconded by Ald. Kurkowski. All aye; motion carried.

Item 7. Continued discussion and possible action on paid leave for non-represented employees.

HR Manager Vanderboom presented three 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.
3. Employees would start at 22 days of PTO and increase to a maximum of 30 days of PTO at the start of 10 years of employment. (Committee-suggested option from September 27th meeting)

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

ACA Gagin then presented a comparative analysis of the current PTO schedule versus Options #1 and #3 for full-time, non-represented employees. See table below:

	Current	Option #1	Option #3
Employees at Minimum PTO Accrual	70	34	19
Employees at Minimum PTO Accrual (%)	41.7%	20.2%	11.3%
Employees at Maximum PTO Accrual	41	134	88
Employees at Maximum PTO Accrual (%)	24.4%	79.8%	52.4%
Increase in PTO Days from Current	N/A	1,011	801
Increase in PTO Days from Current (%)	N/A	20.8%	17.3%
Employees with no Increase in PTO	106	42	47
Employees with no Increase in PTO (%)	63.1%	25.0%	28.0%
Average Increase in PTO Days per Employee	0.40	6.02	4.77
Average Increase in PTO Days per Employee (Excluding employees at Maximum PTO Accrual)	1.08	8.02	6.70
Exceptions to PTO Policy	59	2	10
Exceptions to PTO Policy (%)	35.1%	1.2%	6.0%

The Committee asked questions and provided input on the PTO options for full- and part-time, non-represented employees with the focus being on Option #3 for both employment groups. Additionally, the Committee asked if City Administration had concerns with Option #3. ACA Gagin remarked that City Administration would like to employees start with 23 PTO days to help with recruitment efforts as well as simplify how PTO is accrued to ease program administration.

The Committee and City Administration reached consensus on an alternate PTO schedule that addressed those two concerns. The alternate PTO schedule is as follows:

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

For part-time employees, the Committee asked if individuals could start at the equivalent of two weeks of PTO and increase to the equivalent of three weeks of PTO at the 10+ year similar to the Committee's alternate PTO schedule outlined above for full-time employees.

Staff will analyze the Committee's alternate PTO schedules and provide the results at the October 25th meeting.

Item 8. Adjournment

Ald. Ruetz made a motion to adjourn at 11:33 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.