



REPORT OF THE HUMAN RESOURCES COMMITTEE

November 9, 2018 Meeting
Reported to Council on November 20, 2018

Steve Koth, Chairperson
Scott Kellogg, Secretary
Joe Zurfluh

The Human Resources Committee met at 1 pm on Friday, November 9, 2018, in the First Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Alderpersons Steve Koth, Joe Zurfluh, and Scott Kellogg were present. Also present were Alderperson Shane Blaser, Sue Schill, Dawn Urban, Erman Blevins, Travis Schalinske, and Ryan Giefer.

1. Call to order.

The meeting was called to order by Chairperson Koth at 1:00 pm.

2. Review and consider for approval the revised Overtime and On-Call policy. The revised policy is a request from Chairperson Koth as a result of the Council approving \$30 per day for on-call pay for Wastewater Operators.

Chairperson Koth made a motion to approve the policy as presented, and the motion was seconded by Alderperson Kellogg. Motion carried.

3. Review and consider for approval the revised section of the Pay Provisions and Administration for Non-union Positions policy. This is in response to Chairperson Koth's referral.

The HR Committee previously discussed additional pay for the Deputy Clerk due to the vacancy of the City Clerk position. The purpose of the revision of this policy is to provide guidelines for additional pay that can be applied fairly and consistently.

Alderperson Zurfluh made a motion to approve the policy as presented. The motion was seconded by Alderperson Kellogg. Motion carried.

4. Discussion/clarification concerning Alderperson Blaser's policies referral.

Alderperson Blaser clarified that his referral is to review the existing Requesting Personnel and Recruitment and Selection policies. He explained that his intent is to grant additional authority to Human Resources around posting positions and the recruitment and selection process and to remove the Mayor from the process. There was a brief discussion around the current approval, posting, and hiring practices.

A motion was made by Alderperson Kellogg to review and revise the Requesting Personnel and Recruitment and Selection policies and bring them back to the HR Committee. The motion was seconded by Chairperson Koth. Motion carried.

5. Review referral from Alderperson Kubisiak regarding a temporary hold on out-of-state conferences for City employees.

There was a brief discussion about this referral, and the consensus was that out-of-state travel is currently reviewed and approved through line items in the City budget.

A motion was made by Chairperson Koth to maintain the existing policy and practices around attendance at all conferences, including out-of-state conferences. Alderperson Kellogg seconded this motion. Motion carried.

6. Discussion around an internal process for tracking and responding to HR Committee referrals.

There was a brief discussion concerning the number of referrals that have been made recently to the HR Committee. An internal referral form was presented to the HR Committee to assist in the tracking of these referrals

A motion was made by Chairperson Koth to adopt the use of this referral form for the HR Committee. The motion was seconded by Alderperson Zurfluh. Motion carried.

7. In open session, a motion was made by Alderperson Zurfluh to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session". The motion was seconded by Alderperson Kellogg. Roll call vote was taken and all members voted in the affirmative.

In closed session, the Committee discussed negotiation strategy regarding successor labor agreements with IAFF 425 and WRPPA.

8. The meeting adjourned in closed session at 3:09 pm.