



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Vincent Vitale, Chair*

*Aldersperson Kevin Haass, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Michael P. May, Cathleen M. Probst*

Monday, January 11, 2016

6:00 PM

City Hall Room 128

#### REGULAR MEETING (draft minutes)

#### A. CALL TO ORDER

*Chair Vitale called the meeting to order at 6:00 p.m.*

#### B. ROLL CALL

**Present** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

#### Others Attending

*Ald. Dan Roadt; Jean Grosklaus, West Allis Retirees Assoc.; Jon Lovas; Frank Kopecky, Willis; Rebecca N. Grill, City Administrator; Mark Wyss, Finance Director/Comptroller/City Treasurer; Audrey Key, HR Director; Jane Barwick, Principal HR Analyst; Steve Bane, Fire Chief; Sally Nusslock, Health Director; Jim Jandovitz, IT Director; Jonathan Matte, Communications Dept.; and Jeanette Wardinski, Administrative Assistant.*

#### C. APPROVAL OF MINUTES

[2016-0028](#)

Minutes (draft) November 9, 2015, November 17, 2015, December 1, 2015, December 15, 2015, and January 5, 2016.

**A motion was made by Ald. Haass, seconded by Ald. May, that this matter was Approved. The motion carried by the following vote:**

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

#### D. NEW AND PREVIOUS MATTERS

##### Held Items

1. [R-2015-0218](#)

Resolution relative to accepting proposal of Creative Business Interiors for furnishing Knoll office furniture for a total net sum of \$41,948.71.

**Sponsors:** Administration & Finance Committee

*Ald. Vitale introduced this item and asked Ms. Grill to comment. Ms. Grill said we are able to purchase the furniture for the Mayor/CA Office at less than half the amount presented in this proposal. This matter can just be placed on file.*

**A motion was made by Ald. May, seconded by Ald. Lajsic, that this matter was Recommended to be Placed on File. The motion carried by the following vote:**

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

## E. MATTERS FOR DISCUSSION/ACTION

### 1. [2016-0025](#) Discussion of Health Care Implementation and Options

*Ms. Grill commented that we received the suggested premium rates today from Willis. She passed out several handouts which provided details on premium rates by group and plans and as recommended by both Anthem and Willis. She spent some time reviewing the different handouts, which presented the information in two ways - weighted and actual. Mr. Kopecky of Willis further explained the difference between the Anthem and Willis recommended rates. Willis' recommendation is higher based on the City being self-funded and the aggressive rates suggested by Anthem. Willis is concerned that if Anthem's assumptions are incorrect, the City would be facing a significant shortfall. Discussion continued on the information presented. Ald. Lajsic helped clarify the situation by explaining, as he understands it, that Anthem's calculation is an aggressive one and Willis doesn't think we will save that much money. If Anthem is incorrect and Willis is correct, we will be protected with the higher premium and not have to make up the money in the budget. We would err on the side of being conservative. Mr. Kopecky confirmed this understanding. Ms. Grill then stated that the direction staff is looking for from the Committee tonight is which calculation we will go with, Anthem or Willis? After other comments, Ald. Lajsic made the following motion:*

*Ald. Lajsic recommends going with the Willis recommended premium rates and not Anthem. The motion was seconded by Ald. Haass. Before a vote was taken, discussion ensued.*

*Ald. Probst asked Ms. Key, HR Director, for her input on this issue. Ms. Key explained she did not have the opportunity to review the rates in detail as she was in meetings most of the day with Anthem. Ms. Key conferred with Mr. Kopecky as discussion continued. Ald. May asked if the year two and three issues have been worked out? Ms. Grill said the previous issues have been resolved and she confirmed that HR was working with Anthem when the rates came out today. Ald. Probst expressed her concern about uncertainty on the rates without HR input. Ms. Grill emphasized that we are just looking for direction on the numbers and a resolution will be introduced to Council for final approval, which she plans to do for the January 19 Council meeting, so there is still an opportunity for further discussion if necessary. Ald. Lajsic asked if we are strictly talking about the premium rates and nothing else, which staff concurred. Ms. Key confirmed that in speaking with Mr. Kopecky she wants to understand where the rates came from.*

*A vote was then taken on the previously made motion, and it passed unanimously.*

*Ald. Lajsic said he now wants to address the retirees and asked if the rates for this group are still the same, have they gone up, what is the situation? Mr. Kopecky referred to one of the handouts which shows the rates for retirees if they stand on their own. Further explanation was provided based on the spread of rate increases between the plans and how this impacts the costs. Additional comments on each employee group, retirees, plan offerings, etc. along with clarification of what information is*

*presented in the various charts. Ald. Lajsic said if he is looking at the charts correctly, he is seeing a decrease in premiums for all groups, including retirees, which staff confirmed. He then made the following motion:*

*Ald. Lajsic moved that we go with the Willis recommended premium rates for retirees. The motion was seconded by Ald. Haass. Before a vote was taken, further discussion ensued.*

*Additional discussion was held explaining the various charts and what information is presented. Clarification was also provided on how the premium share increase, from 7.5% to 10%, impacts employee costs.*

*A vote was then taken on the previously made motion, and it passed unanimously.*

*Ms. Grill concluded discussion on this matter by stating the recommended premium rates will be introduced for the January 19 Council meeting.*

**This matter was Discussed and Consensus Given**

## **F. FINANCE DIRECTOR REPORT**

### **1. Report on Tax Collections.**

*Mr. Wyss reported on how tax collections went and said that more people used outside payment options than last year, which has been our goal with the new options that have been implemented. We were up more than 500 from last year with those making payments at Tri City Bank, which is good for the City because the money is deposited in the bank faster and we are able to move it out quicker to invest. The Committee was pleased to hear this report.*

### **2. Status of 1095C Form.**

*Mr. Wyss explained that we will be providing a new Form 1095C this year as part of the ACA reporting requirements. However, we just received recent notice that due dates for this reporting requirement are being extended. Details of this extension were provided to the Committee. Mr. Wyss said we have been working with Maestro on this reporting requirement, and we are hoping that we can get the forms out to employees by the end of the month as originally planned.*

### **3. Workers Compensation Payroll Audit.**

*Mr. Wyss informed the Committee that this audit is done yearly. The data used to be prepared by the IT Department, but with the retirement of Kim Gill, Finance will now take over the preparation. This is for informational purposes only.*

### **4. Schenck Operational Audit Quotes.**

*Mr. Wyss reported that we have had our initial consultation with Schenck on operational audits for this year. We are in the process of getting information to Schenck to begin the process, which starts with the fleet audit, and we hope to have a quote for that audit by early February.*

## G. CITY ADMINISTRATOR REPORT

### 1. Review of Cadillac Tax.

*Ms. Grill asked Mr. Wyss to comment on this topic. Mr. Wyss noted that the Committee received information about the delay in the Cadillac Tax by two years. He commented that the tax appears unpopular with both parties in Congress, so it remains to be seen what will happen with this ACA requirement. Staff will keep the Committee informed as more information becomes available.*

### 2. Discuss Strategic Planning Options.

*Ms. Grill reminded the Committee that we put out an RFP last summer for the strategic planning process and only received one quote, which we didn't open because of the lack of competitive bids received. She has been discussing the process with the UW-Extension, which has experience with this type of work, and she feels it would be a way to move forward. Otherwise, we'll need to put out another RFP which will delay the process. Ald. Lajsic said we used the UW-Extension when we did our first strategic planning session many years ago, and they did a fine job. He would have no problem proceeding in this manner. Other Committee members agreed and directed staff to move forward on the strategic planning process with the UW-Extension.*

### 3. Update on Center for Excellence Department.

*Mr. Jandovitz, IT Director, was present to report on the Center for Excellence (CFE). He commented that they have been working within the CFE structure for six months and it is going well. The CFE allows staff to break out of the day-to-day operations and focus on projects. The three main areas of service are digital, application support and training, and the business process management (BPM) system through BP Logix. Mr. Jandovitz provided handouts on the BPM system and the process improvement summary for the grass/weed complaint system. He spent time discussing the other projects they are working on within the BPM system and progress being made, including the help system (online complaints). They will be preparing a video to train all employees on this help system. In essence, BP is tying everything together and transforming the way we are conducting business in the City. The Committee thanked Mr. Jandovitz for his presentation.*

### 4. Update on Communications Department.

*Mr. Jonathan Matte, Communications Department, was present to update the Committee on what is happening with this newly-established department. He introduced himself and offered an overview of what the department hopes to accomplish by clearly communicating in all venues. Main goals are to foster communication with the public, within the workforce, and strengthen the City brand. Their initial effort will begin with graphic and branding standards for the City. Ald. Lajsic reminded staff that we have an approved logo, and everyone should be using it and not going off and creating their own. Through the strategic planning process, the Council will be looking at branding and creating a new logo and this is something that goes through the Council approval process. Further discussion ensued on the NextDoor site and how to use it more effectively. Mr. Matte also reported on the communication survey that has been going on for the last several months and that we have received over 2,000 responses. Overwhelming, the three top communication*

tools that residents use are: #1 City Newsletter, #2 NextDoor.com, and #3 Facebook. The Committee said it is interested in seeing the results of the survey, and Mr. Matte said that will be introduced to Council. Lastly, he reported that the employee intranet is being worked on and the new format will roll out in April. The Committee thanked Mr. Matte for his presentation.

#### **5. Report on Emergency Preparedness.**

Ms. Grill reported that in 2004, the City adopted the National Incident Management System. She has been meeting with Fire Chief Steve Bane and Health Director Sally Nusslock on updating our system, including re-establishing training and continuing plans the Fire Dept. has. One idea has been to utilize Health Dept. staff on this. Ms. Nusslock said she has two employees with public emergency preparedness backgrounds, and there is also a nationwide program for intern support with this work. The Committee expressed its interest in these ideas and further discussion ensued. Staff will continue to move forward with these ideas for proper emergency preparedness procedures.

#### **6. Lean Training/Team Building Report.**

Ms. Grill reported that the first lean training group is finishing the process and will be reporting its progress, which she plans to introduce to Council. Additionally, she plans to hold a brainstorming session at a Department/Division Head Staff meeting to prepare for the next lean group. Ms. Grill then informed the Committee that she plans to introduce a team building process, which costs approximately \$300/session. She feels these are valuable tools in moving the City forward to increase productivity, streamline our services/processes, and build team support. The Committee indicated its support for these efforts.

#### **7. Expanded Use of Current Technologies.**

Ms. Grill informed the Committee that currently all Council Committee meeting work is done in Legistar. She recommends expanding that use to other City committees, e.g., Library Board, Plan Commission, CDA, etc. The Police & Fire Commission is one of the few using Legistar. The Committee agreed that we should take this next step and felt that the more transparent and open we are is best. Ms. Grill also informed the Committee that we are moving forward with bringing all users in line with the proper Adobe Acrobat product so everyone is working with the same program. Training will be provided for all users for full use of the product. Ald. Lajsic felt it was important that when we are hiring new employees, they are proficient in many of these work tools, specifically Microsoft products. Also, that we are keeping our current employees trained with programs that are being used, especially with upgrades. Ms. Grill said through the Clerical Task Force, a goal is that we will be training that group of employees on core skills. Ms. Key commented that all job descriptions contain the basic requirements for a position, which address computer skills among others. Ms. Grosklaus, West Allis Retirees representative, asked if this Adobe training would spill over to the Library, where computer training has been a growing interest to patrons. Ms. Grill said this request will be conveyed to the appropriate Library staff. The Committee indicated its support of the expanded use of technologies.

## H. ALDERPERSONS REPORT

### 1. Recent Events Attended.

None.

### 2. Awards/Commendations.

None.

### 3. Upcoming Events.

None.

## I. CLOSED SESSION

*At 7:20 p.m., Chairperson Vitale stated it was the intention of the Committee to vote on a motion to convene in closed session to discuss collective bargaining matters with the Police Union and Fire Fighters Union, to review the City Administrator's Department Head Performance Evaluations, and to take such further action as may be necessary and appropriate with respect to such matters.*

*A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(c), (e), and (g), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to deliberate or negotiate the purchase of public properties and the investment of public funds, or conduct other specified public business whenever competitive or bargaining reasons require a closed session; and to confer with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.*

### **This matter was Approved**

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

*Ms. Key reported on the status of the Police Union negotiations. Exchange of proposals occurred previously and the next session is scheduled for February. There is nothing else to report at this time.*

*Ms. Key, Chief Bane, and Ms. Barwick were present to discuss the status of the Fire Fighters Union negotiations. Ms. Key provided an update on the bargaining process, with input from other negotiating team members. Discussion ensued, and staff responded to questions and comments from the Committee. Direction was provided, based on staff input, on how to proceed with these continuing negotiations.*

*Ms. Grill then addressed the Committee and provided a report on her Department Head performance evaluations. Discussion ensued, and she responded to questions and comments from Committee members. The Committee concurred with the City Administrator's recommendations.*

*At the conclusion of the closed session, a motion was made by Ald. May, seconded by Ald. Probst that the meeting be adjourned at 8:22 p..m.*