



Meeting Minutes

Administration & Finance Committee

Alderson Kevin Haass, Chair

Alderson Martin J. Weigel, Vice-Chair

Aldersons: Michael J. Czaplewski, Michael P. May, Daniel J. Roadt

Monday, May 23, 2016

6:00 PM

City Hall Room 128

REGULAR MEETING (draft minutes)

A. CALL TO ORDER

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

B. ROLL CALL

Present 4 - Ald. Haass, Ald. Czaplewski, Ald. May, and Ald. Roadt

Excused 1 - Ald. Weigel

Others Attending

Aaron Schmidt, Troop 53; Frank Kopecky, Willis; Ald. Tom Lajsic; Scott Post, City Attorney; Audrey Key, HR Director; Jane Barwick, Principal HR Analyst; Jim Jandovitz, IT Director; Jon Matte, Director of Communications; Marian Bretl, IT Dept.; Rebecca N. Grill, City Administrator; and Jeanette Wardinski, Recording Secretary.

C. APPROVAL OF MINUTES

[2016-0344](#)

Minutes (draft) March 7, 2016, March 15, 2016, April 4, 2016, May 3, 2016, May 17, 2016.

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

Aye: 4 - Ald. Haass, Ald. Czaplewski, Ald. May, and Ald. Roadt

No: 0

D. CLOSED SESSION

At 6:01 p.m., Chairperson Haass stated it was the intention of the Committee to vote on a motion to convene in closed session to confer with the City Attorney on the settlement of the Joseph & Chris Mueller claim, to discuss collective bargaining matters with the Police Union, 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.

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

Aye: 4 - Ald. Haass, Ald. Czaplewski, Ald. May, and Ald. Roadt

No: 0

Chair Haass explained that the Committee wanted more information concerning the Mueller claim and how the claim process worked. City Attorney Scott Post was present and provided additional details on the claim and the settlement process. Mr. Post responded to questions and comments from Committee members. Committee consensus was given to proceed with the City Attorney's settlement recommendation.

HR Director Audrey Key was present to provide an update on the Police Union negotiations. She reported that the Union has ratified the settlement, and she provided details of the settlement proposal and final steps necessary for Council approval. Staff responded to questions and comments from Committee members. The Committee thanked the City bargaining team for its efforts in finalizing the Police Union contract.

Upon conclusion of the closed session at 6:12 p.m., the Administration & Finance Committee reconvened in open session at said time and place to consider its public agenda, including motions to recommend approval or rejection of above-listed deliberations or any of the public agenda items that have not been acted upon.

E. NEW AND PREVIOUS MATTERS

Held Items

1. [2013-0524](#) Joseph & Chris Mueller communication regarding injuries allegedly sustained in the 8100 block of W. Greenfield Ave. on August 8, 2013.
Heard in Closed Session and Consensus Given.
2. [2016-0317](#) Communications Committee Status Report and Update.

Chair Haass introduced this matter, and Ald. May asked what the report will help us with. Mr. Jandovitz said the purpose of the Committee was to seek citizen input on our current communications and how effective that effort is and how can it improve. The major finding is that the City Newsletter and NextDoor.com are the two main avenues that people like to get their information. He referred to the many other positive citizen comments about the city, including "pride, community, hometown" to name a few. Ald. Haass asked about input on the City logo and that he is interested in having a discussion on changing the logo. Ald. Lajsic mentioned that he is working with the Mayor and a small focus group on interviewing marketing firms, with the plan that we will hire a firm to help with marketing, branding and the city logo. Ald. May wondered how we are using this information going forward, and Mr. Jandovitz said this Citizen Communications Committee will be on hold now that the City is going through its strategic planning. Ms. Grill confirmed that this report will be a part of that planning process. The Committee was interested in a member from the citizen group discussing

its report with the Committee and therefore, agreed to hold this item pending an appearance by a representative.

This matter was Held

3. [2016-0342](#)

Communication from Director of Communications regarding City communication audit.

Chair Haass introduced this item and asked Mr. Matte to discuss his communication. Mr. Matte passed out copies of a report on the Department of Communications which gives an overview of the evolving and broadening scope of communications services and wanting to build on our internal communications. He also passed out copies of the Communication Audit Proposal, which involves an audit to evaluate the effectiveness of existing internal and external communications strategies and their impact on audiences' knowledge, perceptions and attitudes. Goals of the audit are to improve, collaborate, and work together for effective communication of information. He will put together a communications audit team with liaisons from other departments to develop a communications strategy.

Referring to the original communication from Mr. Matte on a city communication audit, Ald. Haass referred to the proposed expanded use of the Print Shop. He understands the School District has a full service print shop with state of the art machines, and he discussed the possibility of using the School District to do this work for us or perhaps a commercial business like Ellingtons. Ms. Grill said we will be conducting an analysis of our work and equipment as we address the development of a revenue-producing print shop. Mr. Matte suggested there can be shared services with the School District, but there are many other needs and services provided by the City's print shop. Further discussion ensued.

Lastly, Chair Haass explained approval of this communication provides approval to go forward with the communications audit.

A motion was made by Ald. Czaplewski, seconded by Ald. Roadt, that this matter was Recommended For Approval. The motion carried by the following vote:

Aye: 4 - Ald. Haass, Ald. Czaplewski, Ald. May, and Ald. Roadt

No: 0

F. CITY ADMINISTRATOR REPORT

1. Health Care Plan Year Considerations.

Chair Haass introduced this item and asked Ms. Grill to comment. Ms. Grill said the Committee had asked about changing the plan year for health insurance to January 1st (calendar year) and she requested input from Willis. She provided a handout from Willis on considerations for changing the plan year, and Mr. Frank Kopecky from Willis is present to discuss the matter. Mr. Kopecky reviewed the information provided, noting that the disadvantages far outweigh the advantages, the most onerous being the stop loss issue, then the issue of deductibles and out of pocket maximums for employees, and timeliness and competitiveness of renewals because the majority of health plans are on a calendar year basis. He offered further comments on these three main concerns for changing the plan year. Ald. May said the main reason this matter has come up is because of our budget time frame and making health insurance decisions at the same time and the issues we faced in last year's budget process. He

wondered if we can move up the health insurance process to address this. Mr. Kopecky said projections can be done earlier with more trends built in, and Ms. Grill said it would be best to have the information in August; September was too late last year. Further discussion ensued. In conclusion, Ms. Grill said we will work on getting our information earlier for health insurance renewal.

2. Annual Report for Employees Living Outside of the City.

Ms. Grill presented a handout prepared by Ms. Key, HR Director, on employee residency. This is an annual report presented for the Committee's information; no action is required. The report reflects that 42% of City employees are West Allis residents, 58% are non-West Allis residents. These figures have changed from 2014 when 48% of City employees were West Allis residents and 52% were non-West Allis residents. There was some discussion on how to make it advantageous for employees to reside in the City. Ald. Czaplewski said we already provide a 2% pay difference for residents vs. non-residents. Ald. May suggested making it more of a difference; this is something that could be addressed during budget planning. Ms. Grill said staff can brainstorm other ideas on it, and she added that the Mayor has asked for that.

3. Tuition Reimbursement Repayment.

Ms. Grill reported that Ms. Key conducted a survey with other WPELRA (Wis. Public Employers Labor Relations Assoc.) members on their tuition reimbursement programs. Results of that survey show that we are very comparable with other communities in what we offer, and Ms. Key noted that the City pays up to \$1,000/year for tuition reimbursement. Ms. Grill then explained the federal tuition repayment program and queried the Committee's interest in using this type of program as a recruitment tool. We are thinking about different ways to hire people and it can be something we do as part of the budget for 2017. Ald. Haass thinks it is worth looking into. Ald. May talked about jobs being a total compensation package and not just one item to attract candidates, and Ald. Czaplewski said we can be more competitive but only up to a certain financial point. Further discussion ensued. In conclusion, the Committee expressed its interest in staff researching this idea.

4. Performance Allowance Awards for Certain Employees and Remaining Resources.

Ms. Grill referred to the performance allowance award program for certain employees (those that were formerly in unions) and that only \$6,250 of the \$22,000 funding was used in awarding this year's 11 nominations. She proposes using the remaining resources for other forms of appreciation, e.g. the luncheon held in April for administrative staff. The goal is to use the money in new and different ways to try and appreciate everyone in some way. Ald. Czaplewski expressed his concern about one segment of employees being awarded and are we going to do this for all segments? Further discussion ensued, and HR staff mentioned some of the past ways of appreciating employees, like the former City employee picnic and Christmas party. In conclusion, the Committee expressed its interest in doing new things and felt it was appropriate to use the remaining funds for these purposes, including the cost of the administrative staff lunch held in April.

5. Wellness Program and Coordinator Opportunities.

Ms. Grill said Ms. Nusslock was unable to attend the meeting and this item should be held for a future meeting. The Committee concurred.

6. Budget Preparation.

Ms. Grill informed the Committee that she and the Mayor will be visiting other buildings/departments early in the budget process to talk about budgeting for 2017. These would be informational type meetings held throughout June, and their goal is to meet with more staff in these departments.

G. IT-CFE DIRECTOR REPORT

1. BP Logix Update.

Mr. Jim Jandovitz, IT and CFE Director, conducted a Power Point presentation on Transforming City Government. Additional details of the presentation noted under Agenda Item G2 and are inclusive of both items under the IT-CFE Director Report item.

2. Status of Various IT Initiatives.

Mr. Jim Jandovitz, IT and CFE Director, conducted a Power Point presentation on Transforming City Government and provided a handout for Committee members to review in more detail at their convenience. He noted that through BP Logix (BPL) and various IT initiatives, transforming city government means to get leaner, to improve customer experience, to change the way we interact with our citizens, and to improve transparency. His presentation continued by explaining how we are going to do this, and he reviewed certain processes being done with BPL in this effort. He also explained how the IT Dept. has been reorganized to be able to address all the issues it faces as we move forward with our business process management system. He provided many examples of processes that have been instituted and are working well, and plans for further expansion into other areas. Mr. Jandovitz responded to many questions and comments from Committee members during his presentation. In conclusion, Mr. Jandovitz said this process system will keep growing with more and more processes being added. The Committee thanked him for the presentation.

H. COMMUNICATIONS DIRECTOR REPORT

1. Communications Department Overview.

This discussion was held under Agenda Item E.3.

I. ALDERPERSONS REPORT

The Committee directed that this portion of the meeting agenda be removed from all future agendas.

1. Recent Events Attended.

None.

2. Awards/Commendations.

None.

3. Upcoming Events.

None.

J. CLOSED SESSION

At 7:35 p.m., Chairperson Haass stated it was the intention of the Committee to vote on a motion to convene in closed session to conduct Performance Review for the City Administrator, and to take such further action as may be necessary and appropriate with respect to such matter.

A closed session for the above purpose is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(c), 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.

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

Aye: 4 - Ald. Haass, Ald. Czaplewski, Ald. May, and Ald. Roadt

No: 0

A performance review for City Administrator Rebecca Grill was conducted by the Administration & Finance Committee, along with Council President Lajsic.

Upon conclusion of the closed session, the Administration & Finance Committee had no further business to attend to and adjourned its meeting at 8:59 p.m.