



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Martin J. Weigel, Vice-Chair*

*Alderspersons: Michael J. Czaplewski, Michael P. May, Daniel J. Roadt*

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Thursday, July 21, 2016

5:30 PM

City Hall, Room 128

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#### SPECIAL MEETING

#### A. CALL TO ORDER

*Chair Haass called the meeting to order at 5:34 p.m.*

#### B. ROLL CALL

**Present** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

#### Others Attending

*Rebecca Grill, City Administrator; Audrey Key, HR Director.*

#### C. APPROVAL OF MINUTES

[2016-0461](#)

Minutes (draft) July 5, 2016 Special Meeting and July 5, 2016 Recess Meeting.

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

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

#### D. CLOSED SESSION

*At 5:35 p.m., Chairperson Haass stated it was the intention of the Committee to vote on a motion to convene in closed session to discuss performance evaluation data of a public employee, 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:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

*City Administrator Rebecca Grill and HR Director Audrey Key were present to discuss the performance evaluation data of a public employees. Information was presented regarding the issue, including recommendations for addressing the matter. Lengthy discussion ensued, and staff responded to questions and comments from the Committee. Committee consensus was reached and direction was given to staff on how to proceed.*

*Upon conclusion of the closed session, at 6:02 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.*

### **Others Attending**

***Upon the Administration & Finance Committee reconvening in open session at 6:02 p.m., the following were present:***

*Charles Carlson and Jennifer Hassrick, Carlson Dettmann Consulting; Police & Fire Commissioners Kopplin, Mikolajewski, Nehmer, Princeton; Rebecca Grill, City Administrator; Audrey Key, HR Director; Patrick Mitchell, Police Chief; Bob Fletcher, Deputy Police Chief; Chris Botsch, Deputy Police Chief; Mike Wroblewski, Police Detective; Mason Pooler, Deputy Fire Chief; Joe Burtch, Assistant City Engineer; Terry Maier, BINS; Greg Keifer, Dept. of Pubic Works; Other City Staff.*

### **E. JOINT MEETING WITH POLICE AND FIRE COMMISSION - 6:00 PM**

***The purpose of this Special Joint Meeting with the Police and Fire Commission is to:***

- 1. Discuss City Administrator communication related to classification and compensation study.***
- 2. Discuss whether the compensation study should include Police and Fire department employees.***

*Alderman Haass stated that this meeting was called to discuss with the Police and Fire Commission the inclusion of all Police and Fire employees in the city-wide classification and compensation study currently in progress.*

*Commissioner Nehmer stated that he had submitted direct questions regarding this study to CAO Grill to be answered by the A&F Committee or Mr. Carlson.*

*Alderman Haass recognized Mr. Charles Carlson, Partner of Carlson Dettmann Consulting, LLC, and requested that Mr. Carlson provide a project overview of the Classification and Compensation study and to answer any additional questions the Commissioners may have regarding the process and/or study itself.*

*Mr. Carlson stated that the City currently has a classification and compensation review system in place called the HAY System; however, the City has not participated in any form of city-wide, overall classification and compensation study for approximately 40 years.*

*Mr. Carlson stated that objective of the study would be to provide employees*

*knowledge of how their compensation and annual raises will be determined.*

*Mr. Carlson stated that the benefits of the study to the departments and the city will be internal equitable, external competitiveness, and adopted pay plans that are affordable.*

*Mr. Carlson stated that the study does not affect ACT 10 because bargaining is still part of the procedure for represented fire and police employees. However, he stated that the findings could be a useful tool to bring to the table for additional discussion as it relates to pay and other benefits. Commissioner Nehmer asked Ms. Key if the city currently has a compression policy in place and her response was no, not currently.*

*Commissioner Nehmer asked Mr. Carlson how the study will be conducted and who will determine if jobs are comparable? Mr. Carlson stated that all participating employees will be required to complete and submit a Job Description questionnaire that will focus on five (5) factors: 1) thinking challenges/problem solving; 2) decision-making; 3) interactions/communications; 4) work environment; 5) formal preparation/experience. Mr. Carlson stated that after this information has been completed and submitted, the next step is markets and benchmarks to include determining the definition of "market" as it relates to the City of West Allis; determining a sufficient set of benchmark jobs; gathering data from relevant sectors; and ensuring a sufficient number of comparable employers for the market survey. Mr. Carlson stated that the Administration & Finance Committee would determine if jobs were comparable*

*Mr. Carlson stated that once the study is completed it will be the responsibility of the Common Council and the Administration & Finance Committee to implement or not implement the final findings. The Administration & Finance Committee indicated that the PFC would not have input as to the implementation of the findings.*

*Commissioner Nehmer asked how this will impact individual employees as it relates to salary reduction or redlining (wage freezes).*

*Mr. Carlson stated that he has clearly explained to the A&F committee that the classification and compensation study is not conducted to reduce wages. He stated that he also shared this at all of the employee orientation meetings. Mr. Carlson stated that the worst result from this study will be that the employee stays at his/her current pay rate; the best result would be increased pay after final evaluation.*

*Commissioner Nehmer referred the question to Alderman Haass who reiterated that the consensus of Administration and Finance members was that the study would not result in anyone receiving a reduction in pay, but there may be a possibility of red circling some positions. Alderman Haass noted that positions would be evaluated as they came open thru natural attrition of employees retiring or resigning.*

*Alderman May stated another caveat to conduct this study is the fact that over the next four (4) years, it is anticipated that approximately 56% of city employees (state-wide) are eligible to retire. This will create some competition among municipalities for the best possible employees, and ensuring that salary and benefits are comparable will be important to capture the best pool of new employees.*

*Alderman Czaplewski stated that he believed it was important that the study include every single position within the city and not just certain positions. He stated that including all positions will reduce the opinion of the "us vs. them" mentally, both internally and externally.*

*Police Chief Pat Mitchell stated that it is important the study reviews all positions within the Police Department, not just the 30-40 members of non-sworn and sworn members who are not in a union.*

*Alderman Haass asked for any additional questions regarding the study and seeing none, asked for the Police & Fire Commission to vote on their stance regarding police and fire employee's inclusion in this study.*

**Aye: 3** - Commissioners Mikolajewski, Princeton and Kopplin

**No: 1** - Commissioner Nehmer

*Commissioner Nehmer stated that he was not comfortable with the way the company was selected as a formal request for proposal was not introduced. Additionally, he stated that the study will not impact bargaining unit salaries and would create compression issues within both departments. He stated that compression could be addressed in a policy rather than through the expense of this study. Commissioner Nehmer stated that there has been very little discussion related to salaries, compression and competitiveness in his nine years on the PFC. Finally, Commissioner Nehmer stated that both departments have replaced 40%-60% of its staff, including management, within the current Hays System guidelines.*

*Commissioner Nehmer requested that a representative from the police and fire departments be added to the ad hoc steering committee that is currently in place. CAO Grill stated that that request could be accommodated.*

*Alderman Haass stated that the A&F Committee will move forward with the study to now include all police and fire employees.*

*Alderman Haass stated that the next meeting of the Administration & Finance Committee meeting will be on August 16, 2016 at 6:00 pm.*

## **F. NEW AND PREVIOUS MATTERS**

1. [2016-0422](#) Communication from City Administrator providing information and outlining a Project Plan and Policy options in regards to the current Classification and Compensation Study.

*Based on the discussion during the Joint Meeting with the Police & Fire Commission and decision to include all police and fire employees in the Classification and Compensation Study, the Administration & Finance Committee took action to recommend approval of this item, as amended to include said employees.*

**A motion was made by Ald. May, seconded by Ald. Czaplewski, that this matter was Recommended for Approval as Amended. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

## **G. CITY ADMINISTRATOR REPORT**

### **1. Discuss whether Compensation Study should include Police and Fire department employees.**

*Based on the discussion during the Joint Meeting with the Police & Fire Commission, the decision was made to include all police and fire employees in the Classification and Compensation Study.*

## **H. ADJOURNMENT**

*A motion was made by Ald. May, seconded by Ald. Weigel, that the meeting be adjourned at 7:03 p.m. The motion carried unanimously.*