



# 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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Monday, April 10, 2017

6:00 PM

City Hall Room 128

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#### REGULAR MEETING

#### A. CALL TO ORDER

*The meeting was called to order by Chair Haass at 6:00 p.m.*

#### B. ROLL CALL

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

#### Others Attending

*Alderspersons Lajsic and Vitale; Charles Carlson, Carlson Dettmann Consulting; Rebecca Grill, City Administrator; Peggy Steeno, Finance Director; Ann Marie Neff, Recording Secretary; Other Staff and Guests.*

#### C. APPROVAL OF MINUTES

[2017-0167](#)

Minutes (draft) January 3, 2017 (recess), March 7, 2017 (regular), March 8, 2017 (recess), and March 21, 2017 (recess).

**A motion was made by Ald. May, seconded by Ald. Roadt, 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. NEW AND PREVIOUS MATTERS

30. [R-2017-0084](#)

Resolution relative to creating the City of West Allis Policies & Procedures No. 1112, Advance Notification of Resignation from City Service by Appointed Department Heads and City Officials.

**Sponsors:** Administration & Finance Committee

*Ms. Grill informed the Committee that the policy was updated to include the approval by the Committee and Council for any extensions of time. Discussion ensued and members asked what the current policy is for notification, what do other communities do, and asked to remove options 4 and 5 beyond the 239 day notification.*

**A motion was made by Ald. May, seconded by Ald. Weigel, that this matter was Recommended For Adoption As Amended to include prior changes and removal of options 4 & 5. The motion carried by the following vote:**

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

**No:** 0

23. [2016-0703](#)

Communication from City Administrator regarding the Classification and Compensation Study Results (including Pay Plan, Reclassification Requests, and Implementation Options).

*Ms. Grill stated that at the request of some of the Council members Mr. Carlson did a final review of the grade order and looked at positions outside of the 10% test and that there were a few adjustments which are now included in the policy and procedures.*

*Mr. Carlson said per the request of the Committee, he was asked to go through how grading took place. There was a power point presentation by Mr. Carlson regarding how the rating of the jobs took place, job documentation, job analysis, the job evaluation process, appeal process, reevaluation process and the system maintenance.*

*Ald. May said he had asked to have positions reviewed where the market value was greater than 2/3 of the standard deviation than the Carlson Dettmann Consulting study. Mr. Carlson responded he did a market test on ten (10) jobs and using his criteria, determined one job should be lowered and 2 jobs were increased which were trade positions requiring a masters license.*

*Ald. Czaplewski questioned why a Director of Communications position would be rated equal to or above the Health Commissioner, Assistant Fire Chief, Assistant Police Chief, Assessor, City Clerk, or Human Resources. He asked how could the Director of Communications position be more important than all the ones he listed? If one of those key positions would be vacated, it would have more of an impact on the Community and be more noticeable than a Director of Communications position, which does not directly affect the running of the City.*

*Mr. Carlson stated in a corporate environment, the Director of Communications is the chief spokesperson for the organization. Mr. Carlson stated this is a relatively new position in municipal government. The consideration of the value of the position is between the Administration and the Committee. The information Mr. Carlson was given supports his value placement of the position.*

*Ald. May said the Mayor, Council President and Rebecca should be the faces of communications. Ald. May suggested the Director of Communications is more of a support position and would take direction from the Mayor and the Administrator, and get review and approval before press, media releases and any public notifications. Ald. May asked what does the position entail that makes it so high in the ranking?*

*Ms. Grill replied it is a newer position, the position is still growing, more responsibilities will be coming, and it is not just putting out tweets. It will be engaging citizens and reimagining as we go forward.*

*Ald. Weigel commented that the Tourism Commission is in the process of contracting a marketing firm and that the Director of Communications is key to that project going forward.*

*Ald. Czaplewski questioned why are we contracting a marketing firm when we have a Director of Communications? Ald. Czaplewski commented that his previous conversation with Ms. Grill when Jerry Musial retired indicated that this was a fill in*

*position, no additional wages were discussed, and that by ranking the position so high, it diminishes everybody else's importance.*

*Rebecca said CDC did an interim pay study in December which established the pay of the position at that time.*

*Ald. Weigel asked if the job description questionnaires were public record and inquired about reviewing them.*

*Ald. Vitale stated that department heads need the support staff people working for them to be successful in order to make the departments and department heads successful. He said handling citizens complaints in person 5 days a week is very stressful and that the Communications Department does not deal with citizen complaints as often. He said it was a drastic pay raise and is set too high on the pay scale.*

*Ald. Lajsic stated the position was rated like all the other position. All the criteria pointed to the attributes this job requires and that this is the range the job fell into, but the Committee can state where within the range this position could be placed.*

*Ald. Czaplewski said he was talking about a position's importance to the Community rather than private sector. In the Community, some jobs are more important with the public than in the private sector and he didn't feel this was taken into consideration in the study. If a person leaves from some of the other departments as he stated earlier, they will be missed more than a Communication Director position. The private sector is different than government. Ald. Czaplewski asked if this would be something that needs to be appealed and how would that work?*

*Mr. Carlson said the Committee could vote to reduce the position and with the support of the Council it could be changed.*

*Ald. May asked if the job description questionnaire was proper for how the Director of Communications is put together, and are press releases approved through Rebecca or the Mayor? Rebecca replied that press releases are approved by her or the Mayor.*

*Mr. Carlson said that the Director of Communications is a strategist, figuring out how to write the message to get it across to the public. That there is a disconnect with the position because that level has not been recognized of the Director of Communications as it has been in the public sector.*

*Ms. Grill said that the position will play a large part of developing the strategic plan and social media monitoring.*

*Ald. Czaplewski asked how would an employee know how to work toward a higher evaluation? What would be expected of them, what do they have to do to get to a point to make more money or get to a higher level or a new classification and how are standards set?*

*Mr. Carlson said that would all need to be determined yet. Mr. Carlson said that the resolutions to be voted on this evening were to begin the process to create the*

*programs and training needed to start the implementation process, create committees, train supervisors, train department heads, and inform employees. There would be another vote down the road to implement the program. If the system is not going to work, it can be voted out.*

*Comments from the Committee were made about the fiscal notes, the carryover of overtime and paying it out, and the implementation of Neogov.*

*Mr. Carlson said that changes can be made on the Council floor regarding the Communication Director position after Committee members and others review the Job Description Questionnaires.*

**This matter was Recommended to be Placed on File on a Block Vote.**

24. [R-2017-0023](#) Resolution to approve Carlson Dettmann Compensation and Classification Study, Pay Plan, and Authorize Implementation.

**Sponsors:** Administration & Finance Committee

*See discussion under legislative file number 2016-0703.*

**This matter was Recommended For Adoption on a Block Vote.**

25. [R-2017-0046](#) Resolution to approve: (1) the classification and compensation plan for non-represented employees and (2) the guidelines for the implementation of the new classification and compensation plan.

**Sponsors:** Administration & Finance Committee

*See discussion under legislative file number 2016-0703.*

**This matter was Recommended For Adoption on a Block Vote.**

26. [O-2017-0012](#) An Ordinance to establish the pay for Non-Represented Employees of the City of West Allis.

**Sponsors:** Administration & Finance Committee

*See discussion under legislative file number 2016-0703.*

**This matter was Recommended for Passage on a Block Vote.**

27. [R-2017-0048](#) Resolution to authorize the City Administrator to enter into a professional service agreement with Carlson Dettmann Consulting, LLC to provide classification appeals, continued job evaluation services, review of performance evaluation system and development of new system, and a review of the current paid time off benefits in an amount not to exceed \$60,000.

**Sponsors:** Administration & Finance Committee

*See discussion under legislative file number 2016-0703.*

**This matter was Recommended For Adoption on a Block Vote.**

28. [R-2017-0049](#) Resolution to authorize and approve the appeals procedure in conjunction with the Carlson Dettmann Consulting job evaluation procedure.

Sponsors: Administration & Finance Committee

*See discussion under legislative file number 2016-0703.*

**This matter was Recommended For Adoption on a Block Vote.**

29. [R-2017-0050](#) Resolution to approve the following updated policies for implementation in conjunction with the Classification and Compensation Study: #1110 - Creating, Maintaining, and Administering Compensation/Salary Ranges; #1205 Payroll; #1412 Holidays; #1424 Overtime, Compensatory Time, and Premium Pay; #1484 Clothing, Tool and Other Allowances.

Sponsors: Administration & Finance Committee

*See discussion under legislative file number 2016-0703.*

**This matter was Recommended For Adoption on a Block Vote.**

#### **Passed The Block Vote**

**A motion was made by Ald. May, seconded by Ald. Weigel, to approve all the actions on the preceding items on a Block Vote. The motion carried by the following vote:**

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

**No:** 0

#### **E. ADJOURNMENT**

**A motion was made by Ald. May, seconded by Ald. Weigel, that the meeting be adjourned at 7:27 p.m. The motion carried unanimously.**