



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, December 8, 2014

5:30 PM

City Hall Room 128

REGULAR MEETING - DRAFT

A. CALL TO ORDER

*Chair Vitale called the meeting to order at 5:30 p.m.*

B. ROLL CALL

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

**Others Attending**

*Philip Russell, Citizen; Police Chief Chuck Padgett; Lt. Chris Beldin, Mark Wyss, Finance Director/Comptroller/City Treasurer; Audrey Key, HR Director; Sheryl Kuhary, Assistant City Attorney; Jim Jandovitz, IT/Communications Director; Jane Barwick, Principal HR Analyst; and Jeanette Wardinski, Administrative Assistant.*

C. APPROVAL OF MINUTES

1. [2014-0765](#) Minutes (draft) November 10, 2014, November 12, 2014, November 18, 2014, and December 2, 2014.

**A motion was made by Ald. Lajsic, seconded by Ald. Haass, 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

E. NEW AND PREVIOUS MATTERS

1. [2014-0763](#) Communication from Human Resources Director regarding employee matters and benefits.

*HR Director, Audrey Key, was present to address the Committee on two issues mentioned in the communication that were held for further discussion from the Committee's last meeting. First issue involves rehiring of retired, "retiree benefitted" City of West Allis employees. As background, Ms. Key explained that we have had West Allis retirees working for us in certain non-benefitted positions, such as the Police Department's neighborhood services and graffiti programs, and filling in for office staff on medical leave. The current issue involves having people coming back in benefitted positions, e.g., BINS' part-time neighborhood services position, which benefits were determined by the CAO at the time. In conferring with the City Attorney and Finance Dept., it was determined that this is a policy decision for the Committee and Council to decide how to move forward with rehiring City of West Allis retirees into benefitted positions, both part-time and full-time.*

*Ald. Lajsic said he doesn't see hiring back retired City of West Allis employees to benefitted positions as advantageous to the City. If we do hire back, it should be on the basis of non-benefitted with pay rate being negotiable. For example, filling a position on a temporary basis as we are recruiting for the position. Other Committee members asked why a City of West Allis retiree can't apply for a position that becomes open, the same as someone who has retired from another community applies for a City position and starts as a new employee with a clean slate on all benefits. Why can't we offer that same opportunity to our former employees? Very lengthy discussion ensued on this issue, with many comments offered by both staff and Committee members.*

*Ald. Lajsic then moved to limit the hiring of retired City employees to temporary positions with no benefits and pay being negotiable. The motion was seconded by Ald. Vitale. Further discussion ensued.*

*In the continuing conversation, Ms. Key said that a position working less than 20 hours/week makes this easy to deal with as it is a non-benefitted position. Another alternative is to hire back retired employees and deal with each situation on a case-by-case basis.*

*A specific situation in question is a current Police Dispatch recruitment. Chief Padgett talked about the length of time to train for the position and being able to have a person fill in, perhaps long term, until a recruitment finds a full-time employee. Discussion continued. Based on the general consensus being expressed by the Committee, Ms. Key suggested consideration to rehire retired City of West Allis employees to non-benefitted positions, which are either part-time or on a temporary basis, with the length of the temporary term determined by the Dept. Head. Ald. Probst asked that the word "temporary" be changed to "limited term." Ald. Lajsic then made the following motion based on the general consensus of the Committee and with the verbiage suggested by Ms. Key.*

*Ald. Lajsic moved to limit the rehiring of retired City of West Allis employees to non-benefitted positions which are either part-time (less than 20 hours per week) or of a limited term, with the length of the limited term being determined by the Department Head. The motion was seconded by Ald. Vitale, and it passed unanimously.*

*This motion now provides direction to staff on how to proceed with the rehiring of retired, "retiree benefitted" City of West Allis employees.*

*The second issue involves the City's health plan's benefit for infertility treatment as it pertains to employees who are eligible for coverage under their own and a family member's coverage with the City (such as married employees). Ms. Key explained the options. The Committee agreed that the infertility treatment benefits are available under each employee's plan, and the following motion was made.*

*Ald. May moved that the City's health plan benefit for infertility treatment be available under each employee's plan, seconded by Ald. Probst. The motion passed unanimously.*

**A motion was made by Ald. Lajsic, seconded by Ald. Vitale, 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

#### **D. CLOSED SESSION**

*At 6:27 p.m., Chairperson Vitale stated it was the intention of the Committee to vote on a motion to convene in closed session to discuss the employment contract terms and conditions of Rebecca Grill for the City Administrator position, and to take such further action as may be necessary and appropriate with respect to such matter.*

*A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(c), (e), and (f), 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 consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.*

**A motion was made by Ald. Haass, seconded by Ald. Lajsic, 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

*Ms. Key informed the Committee that Ms. Rebecca Grill has accepted the City Administrator position, and she reviewed the employment contract terms and conditions with the Committee. The Committee concurred with moving forward with finalizing the employment contract as outlined by staff.*

*Upon conclusion of the closed session, at approximately 6:35 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.*

**F. FINANCE DIRECTOR'S REPORT****1. Follow Up on Tax Billing and Collection.**

*Mr. Wyss, Finance Director, informed the Committee that tax bills will be mailed in the next day or so. Overall, the total tax rate is going down about \$1/\$1,000 of assessed value, primarily due to the MATC portion going down 40%. We have been promoting the various options for paying tax bills, particularly the Tri City Bank option where refunds on escrow overpayments get paid immediately. The Committee was pleased with the promotional video piece on tax bill payments, and Mr. Wyss said we will be working on Spanish and hearing impaired versions.*

**G. IT/COMMUNICATIONS DIRECTOR'S REPORT****1. IT Report on Status of Ongoing IT Projects.**

*IT/Communications Director Jim Jandovitz was present and handed out a list of current projects that the Department is working on. He spent a few minutes reviewing the list and responded to questions and comments from the Committee.*

**H. ADJOURNMENT**

**A motion was made by Ald. Probst, seconded by Ald. Lajsic, that the meeting be adjourned at 6:48 p.m. The motion carried unanimously.**