



City of West Allis

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, December 11, 2017

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. Weigel, Ald. Czaplewski, and Ald. Roadt

Excused 1 - Ald. May

Others Present:

Jenna Bidwell, Carlson Dettmann Consulting; Ald. Lajsic; Rebecca Grill, City Administrator; Peggy Steeno, Finance Director; Dave Wepking, Interim Director of Public Works; Sally Nusslock, Health Commissioner; Tony Warkoczewski, IT Director; Jane Barwick and Jacki Rupp, HR Dept.; Jeanette Wardinski, Recording Secretary.

C. APPROVAL OF MINUTES

[2017-0809](#)

Minutes (draft) November 21, 2017 Special Meeting, November 21, 2017 Recess Meeting, November 21, 2017 Special Recess Meeting, December 5, 2017 Recess Meeting.

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

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

No: 0

D. MATTERS FOR DISCUSSION/ACTION

1. [2017-0811](#)

Q12 Employee Survey Results and Status.

Chair Haass introduced this matter and asked for discussion. Ms. Grill introduced Ms. Jenna Bidwell of Carlson Dettmann Consulting, which firm conducted/provided oversight of the Employee Engagement Survey, referred to as Q12 Employee Survey. Ms. Bidwell and Ms. Grill provided a PowerPoint presentation as they discussed the purpose of the survey and results. Ms. Bidwell explained the main topics of the presentation include defining employee engagement (what it is, why do we care, and how do we use it), survey results, and next steps. She explained the structure of the 12 question survey, which included intentional questions and focused heirarchy to the questions, from basic

needs to individual, teamwork, and growth categories. She then provided an indepth review of survey results, noting the City had a 60% participation rate. She spent time explaining the overall survey report, referring to several charts depicting scores for each of the 12 items based on company, group and age reports. Ald. Weigel wondered if we'd be re-surveying, and Ms. Bidwell said possibly later in 2018. He also addressed the 60% participation rate and wondered if we are to assume that the 40% that did not participate are not engaged or are actively disengaged. Ms. Bidwell said that would be the indication. Further discussion ensued, and Ms. Bidwell said it is important to remember that it's what you do with the information that improves an organization. Ms. Grill then addressed the ongoing expectations and awareness and that this is an ongoing process. She did mention a re-survey at the end of 2018. Ald. Haass asked what specifically we can do to move forward with employee engagement. Ms. Grill and Ms. Bidwell responded it's about regular dialog and communicating expectations with employees. Ms. Bidwell was thanked for her input and presentation.

This matter was Discussed and Consensus Given

2. [2017-0812](#)

Pay for Performance Progress.

Chair Haass asked for comments on this matter. Ms. Grill reviewed the draft copy of the 2019 Pay-for-Performance Timeline. She is currently working with Ms. Bidwell on the program and noted that HR is working on implementing NeoGov for use in the performance review/development process. Items on the Core Values and Competencies and Score Recognition Program (which replaces Employee of the Month program) will be introduced for Council consideration at the Dec. 19 meeting. Ms. Grill spent some time explaining the Score program and how it ties into the Core Values/Competencies and in coordination with Pay-for-Performance (PFP). Ald. Weigel asked if employee of the month will be selected at each building, and Ms. Grill said yes and includes protective and non-protective groups and department heads but not elected officials or City Administrator. Ald. Weigel felt department heads should be setting the example for their employees and not included in the program; Ald. Lajsic agreed and said they should be treated separately. Ald. Haass suggested including supervisors up to but not department heads. When asked about the budget impact of Score, Ms. Grill said it should be under \$5K. She also explained that Score is different than pay raises. She concluded review of the timeline and projected PFP implementation for March.

This matter was Discussed and Consensus Given

3. [2017-0813](#)

Employee Benefit Committee Recommendation Timeline.

Chair Haass asked for comments. Ms. Grill reviewed the Employee Benefit Committee (EBC) Recommendation Timeline. She said everything that gets discussed by the EBC comes back to the Administration & Finance Committee (A&F). This process will continue over a period of time and progress reports will continue so A&F understands the expectations of the EBC's work.

This matter was Discussed and Consensus Given

4. [2017-0814](#) Capital Improvement Program Status and Public Works Building Opportunities.

Chair Haass introduced this item, and Ms. Grill said this Capital Improvement Program (CIP) Timeline is a draft and will be presented to the PublicWorks Committee. She reviewed the timeline and noted that Ald. Lajsic's request for a Public Works facility audit is related to the CIP. A resolution, co-sponsored by Ald. Lajsic and Ald. Barczak, regarding the facility audit will be introduced for consideration at the Dec. 19 Council meeting. Audit addresses facility needs, determines costs and best timing for borrowing based on interest rates. When asked when the audit will be done, she said Mr. Lewis just reported that the RFP results will be before the Public Works Committee on Dec. 19. Ms. Grill said this is a pretty aggressive timeline, and we may want to adjust the schedule even more than what is proposed to provide more flexibility. Staff will keep the Committee apprised as work progresses.

This matter was Discussed and Consensus Given

E. ADJOURNMENT

A motion was mde by Ald. Weigel, seconded by Ald. Haass, that the meeting be adjourned at 6:58 p.m. The motion carried unanimously.