

**MINUTES**  
**PERSONNEL COMMITTEE**  
Wednesday, March 27, 2013  
City Hall, Room 207  
6:05 p.m.

Members Present: Chair Andy Nicholson, Ald. Amy Kocha, Ald. Tom DeWane, Ald. Tom Sladek

Others Present: Mayor Jim Schmitt, Ald. Tim DeWane, Director Lynn Boland, Director Dawn Foeller, Chief Tom Molitor, Supervisor Dean Kellner, Purchasing Manager Rick Jensen, City Attorney Wachewicz, Fire Chief Nieft and others

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

3. Approval of the minutes of the meeting of February 26, 2013.

A motion to approve the minutes of the meeting of February 26, 2013 was made by Ald. DeWane seconded by Ald. Sladek. Motion carried unanimously.

4. Report from Human Resources.

Director Boland gave a brief report on the hiring of the Executive Secretary to the Mayor and indicated the position would not be managing the Farmer's Market as had been done in the past. Ald. Sladek questioned why positions in the Mayor's Office don't come before Council for approval and whether this position will be performing grant writing duties as discussed at the budget hearing last year.

Mayor Schmitt stated that employees in the Mayor's Office work together as a team and this position will perform grant writing duties as needed. The grant writing duties can be added to the job description. Ald. Sladek stated the position was funded with the understanding that reports on the grant writing successes would be provided and he would like to see updates periodically. Discussion continued on why positions in the Mayor's Office historically have not been brought to Council for approval. Mayor Schmitt is not opposed to bringing positions for the Mayor's Office forward. Ald. Sladek feels it would establish a level of consistency throughout the departments for job vacancy requests. Director Boland indicated that changes to the working job title have not been brought to the committee in the past unless there has been a change in the classification or salary level.

Ald. Nicholson requested clarification for the record on whether the Executive Secretary position is a new position. Director Boland stated it is a replacement position for the Administrative Aide to the Mayor position.

A motion to provide an update in six-months on the status of the City's grants was made by Ald. Sladek, seconded by Ald. DeWane. Motion carried unanimously.

5. Request to fill the following vacancies and all subsequent vacancies resulting from internal transfers.

- a. Maintenance Specialist II/Mechanic – Parks, Recreation & Forestry.

A motion to approve the request to fill the Maintenance Specialist II/Mechanic position in Parks, Recreation and Forestry and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

- b. Patrol Officer (5 positions).

A motion to approve the request to fill five Patrol Officer positions and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

Ald. DeWane inquired if these positions included the six that were added a couple of years ago by Ald. Buckley. Chief Molitor replied no; those six positions were cut due to a drop in revenue sharing from the State. The Police Department currently staffs for 186 officers.

6. Recommendation to enter into a 3-year contract with Bellin Health to provide Health Risk Assessment and Health Coaching services, effective April 16, 2013.

Purchasing Manager Rick Jensen presented an overview of the Health Risk Assessment Services RFP. An RFP was issued to vendors, seven vendors responded, an evaluation team reviewed and scored the responses and City representatives interviewed the two highest scoring vendors. The recommendation is to award a 3-year contract to Bellin Health for these services with an option for two additional years.

Ald. Sladek asked for additional information on the "pay for performance" guarantee. Manager Jensen stated that Bellin Health is committed to improving the overall collective scores of City employees. Director Boland went on to explain that Bellin Health established a metric for the scores and if they are unable to reduce the collective scores; the City will receive a reduction in the cost of the contract. Ald. DeWane inquired about the cost per assessment and what is

included in an assessment. The cost of a health risk assessment is \$55 per employe. A health risk assessment includes taking physical measurements, height, weight and a blood draw for lab work. Once the results are received a health professional sits down with the employee to discuss the results and ways to reduce their risks.

A motion to approve a 3-year contract with Bellin Health to provide Health Risk Assessment and Health Coaching Services, effective April 16, 2013 was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

7. Update and discussion regarding labor negotiations.

A motion to convene in closed session was made by Ald. Kocha, seconded by Ald. DeWane. Roll call vote 4-0.

Reporting out of closed session, a motion to receive and place on file the update and discussion on labor negotiations was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

7. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the routine report of Personnel Actions for regular employees was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. DeWane and seconded by Ald. Sladek at 7:10 p.m. Motion carried unanimously.

Respectfully submitted,  
Peggy Barden  
Recording Secretary