

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
JUNE 19, 2018**

**PER20180619-1
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Tuesday, June 19, 2018 at City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 6:00 p.m. by Council President Patricia Thome.

Roll Call: Present - Council Members Patricia Thome, Garan Chivinski, Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Assessor Cathy Timm, Deputy Treasurer/Payroll Officer Kelly Livingston, Administrative Secretary Darla Drumel

STATEMENT OF PUBLIC NOTICE

Council Member Thome verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who had requested copies, and by posting in accordance with the Wisconsin Open Meetings law.

APPROVAL OF MINUTES

Motion made by Council Member Galbraith, seconded by Council Member Chivinski, to approve the minutes of the May 22, 2018 Personnel Committee meeting. Motion carried unanimously.

PROPOSAL FOR ADP SOFTWARE MODULE TO COMPARE SALARIES AND BENEFITS

City Administrator/Treasurer Mertes said she received a proposal from ADP to add a module to the payroll program that would allow staff to compare internal positions and salaries with those in the area. The cost would be \$3,048 per year with a \$1,000 implementation fee. She said the question is whether to start using the module now to help guide the 2019 budget in terms of salaries and benefits, or to include it in the 2019 budget. Money is not included in the 2018 budget for this. The purpose of the module is to determine where the City is in terms of salaries and benefits and to recruit and retain new employees.

Council Member Thome said she would like the Council to have a better handle on how City employees compare in terms of compensation and benefits.

Council Member Galbraith questioned whether the City would get its money's worth out of this or if there are other sources that provide this information.

Council Member Chivinski said staff must be reassured in knowing the data is valid.

Council Member Galbraith said if staff feels it would be a valuable tool, it should be requested in the 2019 budget. Council Member Thome said she agrees. She would like the Council to do something to get a better handle on compensation and benefits.

The Committee directed City Administrator/Treasurer Mertes to look into more details of the module and include it in the 2019 budget.

CONSIDER PROPOSAL FOR Go365 PROGRAM

City Administrator/Treasurer Mertes said Go365 is a wellness type program that could be used in conjunction with the City's Health Risk Assessment (HRA) program or in place of the HRA program. The cost would be approximately \$172 per month; although it is possible the City's health insurance provider, Wisconsin Counties Association, would pay for a portion of the program. The program would keep track of those things employees participate in that would help offset or reduce health insurance premium contributions. The question is whether to implement the program now or include it in the 2019 budget.

Council Member Galbraith made a motion that the Personnel Committee recommend the Common Council approve participation in the Go365 program, pending a determination of the cost. The motion was seconded by Council Member Chivinski and carried unanimously.

SUCCESSION PLANNING

City Administrator/Treasurer Mertes said an inventory of City positions and staff was done. The City has 69 permanent positions. Of that, 24 employees are expected to retire or leave in five years or less. Nine of those employees are managers. She said she is looking for direction in terms of whether specific positions should be discussed, if recruitment plans should be developed, or if there should be cross training.

The Committee emphasized the need for cross training of employees.

City Administrator/Treasurer Mertes said she will continue to discuss succession planning at Department Head meetings and work on recruitment plans and crossing training programs.

ADJOURNMENT

Council Member Chivinski thanked City Administrator/Treasurer Mertes for taking the time to meet with him to discuss the City's human resources program.

Motion made by Council Member Galbraith, seconded by Council Member Chivinski, to adjourn the meeting at 7:07 p.m. Motion carried unanimously.

Constance K. McHugh, MMC/WCPC
City Clerk