

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
SEPTEMBER 18, 2018**

**PER20180918-1
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Tuesday, September 18, 2018 at City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 6:30 p.m. by Council President Patricia Thome.

Roll Call: Present - Council Members Patricia Thome (Chair), Garan Chivinski

 Absent - Council Member Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Assessor Cathy Timm, Public Works Superintendent Joel Bublitz, Water Recycling Center Superintendent Eric Hackert, Library Director Linda Pierschalla, Accountant II Kathy Huebl, Administrative Secretary Darla Drumel, Light and Water General Manager Dale Lythjohan, Sergeant Brian Emmrich, Fire Inspector Blake Karnitz, Public Works Employees Jason Scheer, Jeff Schmitz, Terry Masse and Joel Nieskes, Parks employee Jason Peterson, and Shawn Esslinger with Associated Benefits and Risk Consultants

STATEMENT OF PUBLIC NOTICE

Council President 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 Chivinski, seconded by Council Member Thome, to approve the minutes of the June 19, 2018 Personnel Committee meeting. Motion carried with Council Member Galbraith absent.

HEALTH INSURANCE OPTIONS FOR 2018

City Administrator/Treasurer Mertes said staff and benefits consultant Shawn Esslinger attempted to work with the City's current health insurance carrier, WCA, to develop plan options and costs for health insurance in 2019, with no success. Plan options were presented based on 2018 premiums, prepared by the actuaries at Associated Benefits and Risk Consultant. Last Friday she was notified there will be no increase in health insurance rates for 2019 for the current plan. Given no increase, she posed the question of whether the Committee feels any changes are necessary or if additional plan options should still be looked at. Staff prefers the current plan remain in place and a wellness tracking program be implemented in 2019. A 5% increase was originally included in the budget for health insurance but was removed, saving approximately \$35,000.

Mr. Esslinger said the reason for a zero percent increase is that loss ratios have improved, partly because of the risk assessments that have been done over the last several years. A wellness program will also help to lower premiums.

It was the consensus of the members present that the current health insurance plan with WCA remain as is for 2019 and this matter be discussed by the Council during budget discussions.

PROPOSAL FOR WELLNESS TRACKING PROGRAM

Mr. Esslinger said WCA will pay for the shell of the Go365 wellness program, but not for any benefits or rewards. The cost of the program rewards is \$1.71 per employee per month.

City Administrator/Treasurer Mertes said Aurora also has a wellness program where employees could earn points to reduce contributions to health insurance in the future. This program has no rewards. The cost is \$36 per employee per year for those employees that participate. While this program may be more challenging to administer and less user friendly, it is less expensive. The goal of a wellness program is to keep insurance premiums down in future years.

General Manager Lythjohan said the Go365 program is an investment. He said he believes there will be less participation in the Aurora program.

Mr. Bublitz suggested a wellness program be delayed a year or so since health insurance premiums are staying the same.

Mr. Peterson said if there are no incentives to use a wellness program it will not work. He suggested either leaving things as is or offering some reward, such as time off for meeting goals.

Council Member Thome said while it does not seem like there is a consensus among employees on which wellness program should be used or when it should be implemented, she does not want to see the City lose momentum on this.

Mr. Scherer said since there is no increase in health insurance premiums maybe implementation should be delayed. He said employees will be grateful if there are no changes to the existing health insurance plan.

General Manager Lythjohan said there is a dedicated group of employees that are already working on wellness initiatives. He said a wellness program should be kept on the table for consideration.

City Administrator/Treasurer Mertes said a wellness tracking program does not have to have a January 1 start date. She said she will get members of the Wellness Committee and Health Insurance Committee together to discuss how the existing wellness plan can be built upon. It will include financial and time off incentives. Mr. Esslinger said he would be willing help with this.

PROPOSAL FOR ADP SOFTWARE MODULE TO COMPARE SALARIES AND BENEFITS

City Administrator/Treasurer Mertes said the current payroll provider, ADP, has a software module that can compare salaries and benefits to other municipalities and the private industry. The cost would be \$4,107 per year. Employees at Cedarburg Light and Water are in the process of completing a compensation study for the City.

It was the consensus of the members present that staff hold off on the proposal from ADP at this time and the Committee review the Light and Water compensation study at the next meeting.

CONSIDER PARTICIPATION IN PAID INTERNSHIP PROGRAM

City Administrator/Treasurer Mertes said she was approached by someone from UW-Milwaukee about participating in the MPA internship program. A student would work approximately 10-20 hours a week during a semester or during the summer and would be paid \$11-\$15 per hour. If the Committee is receptive to this idea it can be included in the 2019 budget.

Council Member Chivinski said he could support the program but at an hourly rate of \$8-\$10 per hour. He also suggested other options for assistance be looked into, such as the County workforce development program and WOW county job fair.

Council Member Thome said two new part-time employees were recently hired. She would prefer looking into whether funds should be spent for more hours for these employees.

City Administrator/Treasurer Mertes said she would look into the various options.

FUTURE MEETINGS

The next Personnel Committee meeting will be held on October 10, 2018 at 7 p.m.

ADJOURNMENT

Motion made by Council Member Chivinski, seconded by Council Member Thome, to adjourn the meeting at 7:56 p.m. Motion carried with Council Member Galbraith absent.

Constance K. McHugh, MMC/WCPC
City Clerk