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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, September 14, 2021

6:00 PM

North Conference Room

Minutes

1) Call to Order

Present:

Alderman Jeffrey Hansher
Alderman Glenn Bushee
Alderman Robert Strzelczyk
Mayor John Wirth

Also present: William Jones, City Administrator, Finance Director, Jennifer Engroff, Assistant to the Finance Director, Marie Keyser, Assistant City Administrator, Justin Schoenemann and City Clerk, Caroline Fochs.

2) Approve Meeting Minutes

a. August 10, 2021 Finance & Personnel Meeting Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Strzelczyk

AYES: Hansher, Bushee, Strzelczyk
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3) License Applications

a. September 2021 Licenses

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk
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4) Vouchers for Payment

a. August 2021 Voucher Approval List

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk

5) Resolutions

- a. **RESOLUTION 3877** A Resolution Authorizing an Amendment to the 2021 Employee Compensation Plan, in Connection with Converting the Part-Time Human Resources Assistant Position to a Full-Time Human Resources Coordinator Position at Pay Grade 6 (\$40,658 - \$55,009)

Assistant City Administrator/HR Director Justin Schoenemann explained that the City lost its 0.7 FTE HR Assistant in July 2021. The City went to market to try to recruit for another part time HR Assistant and received only one qualified candidate and extended an offer to them. The candidate declined due to the pay and cost of health insurance for a part time employee. Director Schoenemann explained the increase in demand for HR professionals during the pandemic and the shortage of qualified workers. He also told the Committee what the usefulness of a full time HR Coordinator would be to the City. The City has been able to get its Workers Compensation Mod factor down from a 1.00 to 0.81 in the past five to six years. That is a considerable cost savings for the City. There are also other processes that could get accomplished with a full time employee as well as re-bidding contracts to make sure the City is getting the best deal.

Aldermen Bushee and Strzelczyk both had some general questions regarding how many full time City employees there are and if this could stay at part time. Justin explained the nature of the job market right now and the lack of applicants when the part time job was posted in the summer.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Strzelczyk

AYES: Hansher, Bushee, Strzelczyk

- b. **RESOLUTION 3878** A Resolution Authorizing Jennifer L. Engroff, Finance Director/City Treasurer, to be a Signatory on all City of Mequon Depository Accounts at Port Washington State Bank

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk

6) Discussion Items

a. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was moved by Alderman Bushee and seconded by Alderman Strzelczyk at 6:10PM. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant to the Finance Director