

**City of Portage
Human Resources Committee Meeting
Tuesday, August 4, 2015, 6:30 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Bill Tierney, Chairperson, Rick Dodd, Doug Klapper, Mary Hamburg, Rita Maass & Marty Havlovic

Also Present: City Administrator Shawn Murphy & Bill Welsh, CATV.

1. Roll call

The meeting was called to order at 6:30pm by Mayor Tierney.

2. Approval of minutes from the July 7, 2015 meeting.

Motion by Dodd, second by Klapper to approve minutes from the July 7, 2015 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on proposed revisions to Director of Public Works position description.

Murphy reviewed the highlighted changes to the position description which largely reflected actual duties and responsibilities as well as some shifting of responsibilities and oversight for Building Inspections & Zoning to the Director of Business Development & Planning. It was determined by observation and supported by recommendations from the recently completed Staffing Evaluation that the Director of Public Works span of control was fairly large and an opportunity to transfer appropriately related function(s) to the Director of Business Development and Planning (DP&D) was recommended. Much of the zoning duties and responsibilities have been transferred to the DP&D already. Building Inspections is still being evaluated in that proposals were received and a comparative analysis of in-house staff vs consulting services is underway. Some discussion occurred relative to requirement of PE certification for position. Maass believed this was required for operation of WWTP.

Motion by Dodd, 2nd by Havlovic to recommend revised position description upon confirmation of PE requirement for WWTP and minor edit. Motion carried 3-2 with Maass and Hamburg voting no.

4. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed wage adjustments and conduct performance evaluation for specified employees.

Motion by Havlovic, 2nd by Dodd to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed wage adjustments and conduct performance evaluation for specified employees. Motion carried unanimously on call of roll at 6:58 pm.

5. Return to Open Session.

Motion by Dodd, 2nd by Havlovic to return to open session. Motion carried unanimously on call of the roll at 8:00 pm.

6. Discussion and possible recommendation on proposed wage adjustment for Water Utility Superintendent.

Motion by Dodd, 2nd by Havlovic to recommend one-time bonus payment to Water Utility Superintendent of \$1,011 effective immediately. Motion carried 5-1 with Maass voting no.

7. Discussion and possible recommendation on proposed wage adjustment for Waste Water Utility Superintendent.

Motion by Havlovic, 2nd by Dodd to recommend one-time bonus payment to Waste Water Utility Superintendent of \$1,011 effective immediately. Motion carried 5-1 with Maass voting no.

8. Discussion and possible recommendation on employee merit adjustment process.

Murphy summarized the current process in which Council adopted a revised compensation/classification ordinance which provides for merit adjustments for city employees, funding was set aside in budget for merit adjustments, Dept Head compiled performance evaluations, comparable wages of specified position in other communities and provides recommendations for merit increases which are not supported at Council level. This process is unclear to Dept Management and created disharmony with employees as there are contradictory and confusing expectations as to how an employee may advance. Murphy proposed revising the process to allow Department Heads to evaluate employees, determine those that are exceeding expectations and reward them (within guidelines and budgetary parameters), without seeking subsequent Council approval. The Dept Heads are more familiar with specific employees strengths and weaknesses, are more appropriate to determine employees who are exceeding expectations (or those who are not) and use this process to recognize them. Empowering Dept Heads with this authority will give them additional tools to make them better managers and provide responsibility and accountability on them to insure the process is followed.

Dodd was supportive of the process in letting Dept Heads make the determination which employees warrant an increase or not but it must be based on an evaluation of goals jointly established by the employee and Dept Head. Employees consistently achieving or excelling at goal attainment should receive merit base salary/wage increases; employee that demonstrate exceptional performance due to a limited term action or event should be eligible for a bonus only. Havlovic concurred in that goals shall be established by which the employee is evaluated against. Mayor Tierney stated this process is more appropriate in that it places the responsibility for

determining employee recognition in the hands of those that know the employees the best-and can be held accountable.

Dodd also suggested consideration of a peer incentive program that allows employees to recognize co-workers who have helped or improve a situation with small one-time monetary rewards (gift cards, etc). Funding for merit increase shall be included in the budget separate from contingency starting in 2016.

With committee concurrence, Murphy will draft ordinance changes to provide for the revised process and develop guidelines for Dept. Heads to use.

9. Adjournment

Motion by Hamburg, second by Klapper to adjourn the meeting at 8:25 pm. Motion carried unanimously on call of roll.

Submitted by Shawn Murphy