

CITY OF ELKHORN
Human Resources Committee Minutes
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

September 2, 2014

Human Resource Committee was called to order at 4:00 p.m. by Alderman D'Alessandro followed by Roll Call.

ROLL CALL

Present: Aldermen James D'Alessandro, Gary Payson Sr., Tom Myrin

Also present: Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, Police Chief Joel Christensen, Fire Chief Rod Smith, DPW Manager Martin Nuss

GROUP HEALTH INSURANCE OPTIONS

Administrator Tapson gave a spreadsheet of the different options available, showing configurations for the current insurer and also state plans. Alderman D'Alessandro would like to see spousal carve-out in the plan and wellness options. Administrator Tapson said spousal carve-outs can't be done with the state plans but can be for the current insurer. The state plans don't cover Aurora providers and facilities. There was a consensus by the committee that they preferred that employees not have to change providers as some might if the state plan was chosen. The committee would like employee feedback if they would change providers if the costs to them were less. Administrator Tapson and Finance Director Heilman will be meeting with a TPA from the current insurance provider next week to discuss plan configurations. Following the meeting, information will be emailed to the committee for additional consideration. Information will then be presented to employees for feedback and discussed at the next HR meeting.

PTO PAY-OUT REQUEST

Administrator Tapson informed committee that the City Treasurer, through no fault of their own and due to the vacancy of a Finance Director for an extended time and the preparation of the budget, was unable to use PTO within the allowable time frame. Approximately 144 hours are remaining and there is money in the budget for the pay-out. Alderman D'Alessandro would like to see the Treasurer take an increase in pay for the extra work rather than PTO pay-out. Alderman Myrin asked how often PTO is paid out. Administrator Tapson said this is an atypical situation and does not create a precedent for allowing PTO pay-outs. To his knowledge, a PTO pay-out of this nature has not occurred. **Motion (Payson/Myrin) to pay-out PTO time to the City Treasurer.** Alderman Myrin did not want this to encourage PTO pay-outs in the future. Administrator Tapson said if PTO time isn't used, it is lost to the employee and that this is a very unique situation. **Motion carried.**

DISCUSSION OF FULL-TIME BUILDING INSPECTOR POSITION

Alderman D'Alessandro would like to see a Rental Inspection Program in the City and a more accessible Building Inspector. He is concerned with the condition of some of the rental properties in the City. Police Chief Christensen informed him that the PD does identification of the properties and structure related issues will be forwarded to the City's Building Inspector. The Building Inspector bills the City for his work on these inspections. Alderman D'Alessandro asked if there was a program in place for the inspections. Administrator Tapson said there was and he would obtain it. Police Chief Christensen will forward a spreadsheet/report of the properties. The City's Building Inspector is paid on an 80/20 split for permit issuance costs with no costs for office time. Alderman Myrin would prefer to talk to the Building Inspector before considering other contractors. He will be invited to attend the next meeting.

ADJOURNMENT

Motion (D'Alessandro/Myrin) to adjourn at 5:00 p.m.