



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final-revised Human Resources & Information Technology Committee

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Wednesday, October 13, 2021

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[21-1402](#) Minutes from 9/8/21

Attachments: [Minutes 9-8-21.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[21-1403](#) Request to approve request to change Public Works table of organization between CEA and Parking Utility.

Attachments: [DPW TO change for CEA and Parking Utility.pdf](#)

[21-1404](#) Request to approve change to Human Resources table of organization.

Attachments: [HR table of organization change memo.pdf](#)  
[Human Resources TO draft 10-7-21.pdf](#)

[21-1405](#) Request to approve USI as the City's fringe benefit consultant for 2022-2024

Attachments: [Fringe Benefits Consultant memo.pdf](#)

### 6. Information Items

[21-1401](#) Recruitment Status Report 10/8/21

Attachments: [RSR thru 10-08-21.pdf](#)

7. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*

*Questions on agenda contact Director Ratchman at 920-832-6427.*



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, September 8, 2021

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

3. Approval of minutes from previous meeting

[21-1266](#)

Minutes from 8/11/21

**Attachments:** [Minutes 8-11-21.pdf](#)

**Smith moved, seconded by Alfheim, that the Minutes be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

4. **Public Hearings/Appealances**

5. **Action Items**

[21-1267](#)

Request to approve over hire for Water Plant Instrumentation Technician.

**Attachments:** [Instrumentation Technician Overhire Request 08-30-21.pdf](#)

**Smith moved, seconded by Alfheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-0121](#)

Discuss Alderperson salaries.

**Attachments:**    [Elected Alderperson official salary.pdf](#)  
[Alderperson Raises Deadline memo HR.IT 2-23-2021.pdf](#)  
[2021 Alderperson Compensation.pdf](#)  
[alderperson comparison 2021.pdf](#)

*Motion by Fenton, seconded by Smith to recommend for approval "Effective April 2023 increase Alderperson salary by 5%*

*Motion to amend the above motion by Fenton seconded by Alfheim to: "Effective April 2023 increase Alderperson salary to \$7,000 with Council President to receive \$8,000 and vice-president to receive \$7,500"*  
*Motion to amend fails 0-5*

*Motion by Fenton, seconded by Smith to amend the above motion to "Effective April 2023 increase Alderperson salary to \$6,750"*  
*Motion to amend passed 5-0*

**Fenton moved, seconded by Smith, that the amended Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

## 6. Information Items

[21-1268](#)

Recruitment Status Report 9/2/21

**Attachments:**    [RSR thru 9-2-21.pdf](#)

**This Report was received and filed**

## 7. Adjournment

**Smith moved, seconded by Alfheim, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Thao, Fenton, Alfheim, Hartzheim and Smith



*"...meeting community needs...enhancing quality of life."*

## MEMO

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**TO:** Municipal Services Committee  
Human Resources Committee

**FROM:** Paula Vandehey, Director of Public Works *PAW*

**DATE:** October 7, 2021

**SUBJECT:** **Proposed Modification to the Department of Public Works Table of Organization – CEA and Parking Utility.**

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The Department of Public Works has continuously struggled to fill and retain our part-time CEA Service Person Position. We are currently on our fourth unsuccessful process to try to fill this position. In an effort to fill this position, we need to get creative as it is not in the best interest of our CEA customers to have highly paid mechanics performing Service Person tasks, or letting these tasks go indefinitely.

In discussions with Human Resources, the idea developed to combine part-time positions in Parking Utility and CEA into a full-time benefitted position. We believe the pool of applicants will improve with this proposal and that the probability of retaining the employee for a length of time will also improve.

Combining the CEA and Parking Utility positions into one full-time benefitted position will result in a 2022 cost increase of \$13,124 for CEA and a cost increase to the Parking Utility of \$0. There is no cost increase to the Parking Utility given we would reduce our seasonal part-time budget request from \$55,016 to \$17,883.

All 2021 costs associated with the proposed change would be covered with vacant salary dollars.

**Therefore, I request approval of the proposed modification to the Department of Public Works Table of Organization – CEA and Parking Utility to combine part-time positions into one full-time benefitted position.**

C: Tony Saucerman, Finance Director  
Jay Ratchman, Human Resources Director  
Lisa Lau, Managerial Accountant Coordinator

# CITY OF APPLETON

## HUMAN RESOURCES DEPARTMENT



100 N. Appleton Street  
Appleton, WI 54911



(920) 832-6458



(920) 832-5845



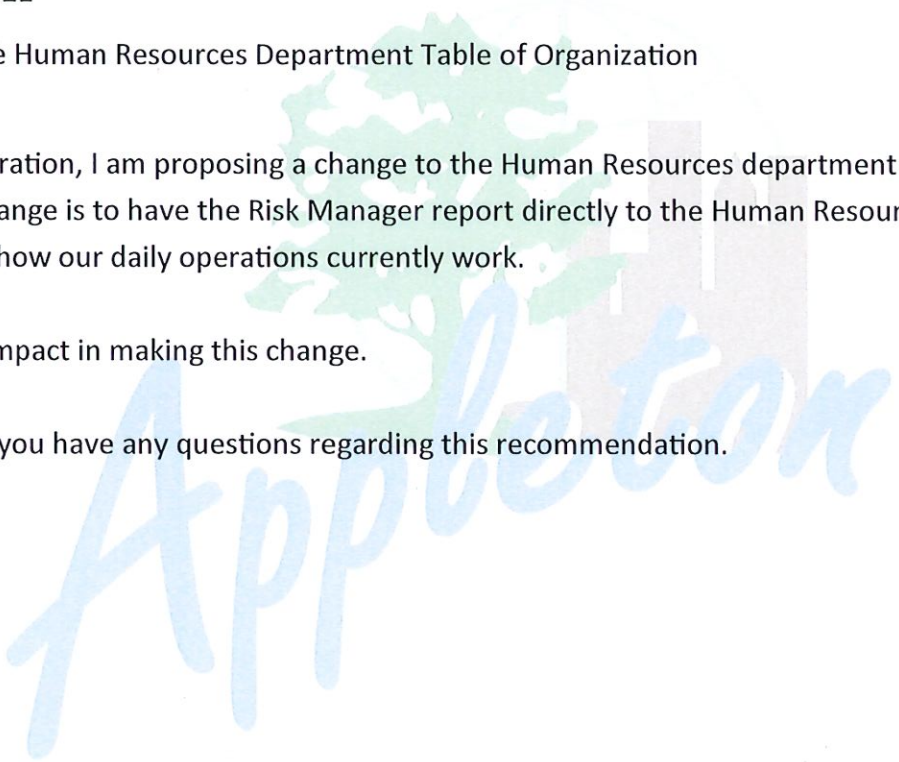
[humanresources@appleton.org](mailto:humanresources@appleton.org)

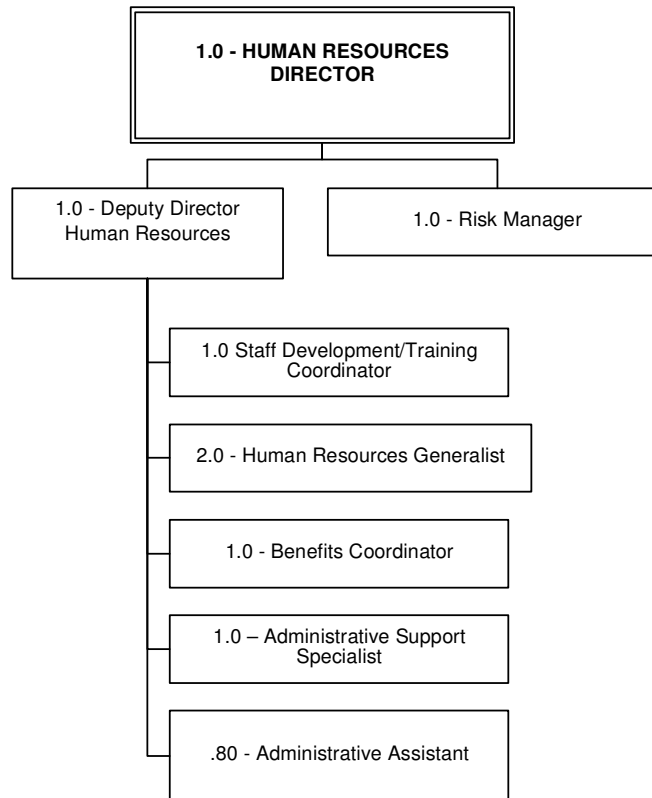
To: Human Resources/IT Committee and Common Council Members  
From: Jay Ratchman, Human Resources Director   
Date: October 4, 2021  
Re: Change to the Human Resources Department Table of Organization

After careful consideration, I am proposing a change to the Human Resources department table of organization. This change is to have the Risk Manager report directly to the Human Resources Director, which is more reflective of how our daily operations currently work.

There is no finance impact in making this change.

Please contact me if you have any questions regarding this recommendation.





Draft 10-7-21

# CITY OF APPLETON

## HUMAN RESOURCES DEPARTMENT



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[humanresources@appleton.org](mailto:humanresources@appleton.org)

To: Human Resources/IT Committee and the Appleton Common Council Members

From: Jay Ratchman, Human Resources Director

Date: October 11, 2021

Re: Fringe Benefits Consultant

The City of Appleton current uses USI, Insurance Services (USI) as our broker for our fringe benefit programs. The current agreement with USI is set to expire on 12/31/2021. It is our intent to enter a new three-year agreement with USI, subject to approval by the Human Resources/IT Committee and the Appleton Common Council.

Here is why we choose to renew with USI:

- During the past year USI has helped implement several key cost saving measures. Examples include: transition of our health insurance program to UMR; switching our RX vendor, which has resulted in a significant savings; and negotiating on our behalf for favorable renewals for our dental insurance plan and for health stop loss coverage. These efforts help us effectively manage our programs, while benefitting our employees by keeping costs lower for them as well.
- USI continues to offer several value-added services at no additional cost. Examples include: engaging in strategic benefit discussions; offering a mobile benefits app; providing legal support on employment laws; and assisting with benefit and open enrollment communication materials.
- With this new agreement, the annual fixed consulting fees for USI will reduce to \$60,000 (currently at \$67,980), which is about a 11.7% reduction in fees. This fixed annual rate is guaranteed for the length of this new agreement.

We have researched and networked extensively with other brokers that serve our market. We are confident in the services provided by USI and the work that they do on our behalf.

Please contact me if you have any questions regarding this recommendation.

# RECRUITMENT STATUS REPORT

**UPDATES THRU 10/08/2021**

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS
JESSIE	Part Time Utility Worker - Valley Transit	VT	9/30/21	1	Application deadline: 10/17/21.
	HVAC Technician	PRFM	1/5/21	1	Determining next steps.
	Recreation Programmer	PRFM	7/29/21	1	Background & References pending on top candidate.
	Bus Driver	VT	Multiple	8	Application deadline: 12/26/21. Panel interviews: 10/11/21.
	Part-Time Bus Driver	VT	N/A	N/A	Application deadline: 12/26/21.
KIM	Instrument and Control Systems Technician	Utilities	9/17/21	1	Application deadline: 10/17/21.
	Operator I - DPW	DPW	8/16/21	1	Medical pending on top candidate.
	Operator I - Sanitation	DPW	9/16/21	1	Medical pending on top candidate.
	Part Time Service Person	DPW	6/7/21	1	Department considering restructure, difficult market to fill PT position.
	Inspector - HVAC	DPW	9/1/21	1	Job offer accepted, start date: 10/18/21.
ALLISON	Police Officer	Police	N/A	4 +Elig.	Application deadline: 10/10/21. PFC Interviews: 10/14/21.
	Community Service Officer (CSO)	Police	1/19/21	N/A	Physical fitness testing: 10/9/21.
	Health Officer	Health	6/5/21	1	Application deadline: Open/Continuous. Determining next steps.
	Data Analyst Fellowship	Finance	N/A	1	References pending on top candidate.
	Fire Protection Engineer	Fire	1/4/22	1	Application deadline: 10/24/21.
	Information Technology Director	IT	5/5/21	1	Panel interviews: 10/18/21 and 10/19/21.
	Account Clerk I	Finance	10/9/21	1	Application deadline: 10/10/21.
	Firefighter	Fire	N/A	N/A	Application deadline: 10/17/21.
	Network Services Supervisor	Library	10/9/21	1	Application deadline: 10/17/21.

**TOTAL POSITIONS OPEN = 26 TOTAL ELIGIBILITY LISTS = 1**  
***POSITIONS ON HOLD***

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Vacating Position/Status
ALLISON	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.

***TOTAL POSITIONS ON HOLD = 1***

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.