



# City of Appleton

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

## Meeting Agenda - Final

### Human Resources & Information Technology Committee

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Monday, June 6, 2016

5:00 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

[16-929](#) Minutes from 5/9/16

**Attachments:** [Minutes 5-9-16.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

#### 6. Information Items

[16-915](#) Updates from I.T. Director:

- Discuss Website Analytics
- Discuss Open Requests
- Discuss current projects such as--Security; Email Encryption; CAMA / ERP; Ramp project as related to IT

[16-914](#) Selection of the Bogdahn Group to perform 457(b) Deferred Compensation Plan Advisory Services.

**Attachments:** [Bogdahn Group memo.pdf](#)

[16-916](#) Recruitment status report 6/3/16

**Attachments:** [RSR thru 6-3-16.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 Behnke at 920-832-6426 or Chairperson Konetzke at 920-427-1868.*



# City of Appleton

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

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Monday, May 9, 2016

5:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Konetzke, Baranowski, Jirschele and Spears

**Excused:** 1 - Plank

3. Approval of minutes from previous meeting

[16-713](#)

Minutes from 4-11-16

**Attachments:** [Minutes 4-11-16.pdf](#)

**Plank moved, seconded by Konetzke, that the Minutes be approved. Roll Call.  
Motion carried by the following vote:**

**Aye:** 3 - Konetzke, Baranowski and Spears

**Excused:** 1 - Plank

**Abstained:** 1 - Jirschele

4. Public Hearings/Apearances

5. Action Items

[16-714](#)

Request to award contract for Computer Assisted Mass Appraisal (CAMA) implementation project to Patriot Properties of Marblehead, MA not to exceed \$308,341, this is a base of \$280,310 with a 10% contingency for potential programming needs.

**Attachments:** [CAMA Software HR-IT Committee Memo.pdf](#)

**Spears moved, seconded by Jirschele, that the Report Action Item be approved. Roll Call. Motion passed by the following vote:**

**Aye:** 4 - Konetzke, Baranowski, Jirschele and Spears

**Absent:** 1 - Plank

## 6. Information Items

[16-715](#)

### ORGANIZATIONAL MATTERS:

Elect a Vice-Chair

Set Meeting Date and Time

Designate a contact person

*Jirschele nominated for Vice Chair*

*Role*

*Director Behnke Contact Person*

*Meeting Date and Time - Monday following the first Council Meeting of the Month at 5:00 p.m.*

**This Presentation was received and filed**

[16-754](#)

Recruitment status report 5/6/16

**Attachments:**     [RSR thru 5-6-16.pdf](#)

**This Presentation was received and filed.**

## 7. Adjournment

Jirschele moved, seconded by Spears, that the meeting adjourn be approved.

Roll Call. Motion carried by the following vote:

**Aye:** 4 - Konetzke, Baranowski, Jirschele and Spears

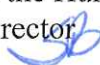
**Excused:** 1 - Plank



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

Human Resources Department  
100 N. Appleton Street  
Appleton, WI 54911

## MEMO

To: Alderperson Konetzke and Members of the Human Resources/I.T. Committee  
From: Sandy Behnke, Human Resources Director   
Date: June 3, 2016

### **Re: Selection of the Bogdahn Group to perform 457 (b) Deferred Compensation Plan Advisory Services.**

The City of Appleton underwent an RFP process for the purpose of selecting an Advisor who could act as fiduciary for our Deferred Compensation Plan. In addition to serving as a fiduciary, the City was looking for services that would assist our employees in enhancing their investment options and maximizing their retirement savings.

The selection team for the RFP consisted of Deputy City Attorney Behrens, Finance Director Saucerman, and myself. There were a total of six respondents that were evaluated based on the following criteria:

- \*Qualifications and Experience of the Firm
- \*Qualifications and Experience of Key Personnel
- \*Demonstrated Understanding of services and support required
- \*Quality of service and support offered
- \*Participant Education & Communication on plans
- \*The Firms approach to providing services and support
- \*References
- \*Cost

As a result of the scoring, the team recommended hiring the Bogdahn Group. The expense of the service will be paid for by the participants in the Deferred Compensation Plan but will be offset by the anticipated reduction of fees that are currently paid.

I'd like to explain a bit about why we have decided to acquire the expertise of an Advisory Firm. This has been a project in the works in my office for a good three plus years now. First of all, the Deferred Compensation Plan in place currently, pre-dates my tenure with the City. The plan is offered to employees as a voluntary benefit to help them supplement their retirement income. There has recently been a lot of attention regarding fiduciary liability and concerns over the operation of retirement plans in the media. While

the City is not governed by ERISA (Employee Retirement Income Security Act) there are several things that I felt our plan lacked in helping employee's better feel financially secure in their retirement goals. Some of the primary areas that I wanted to focus on were establishing better expertise regarding the investment fund lineup offered to employees, minimizing any fiduciary liability to the City, offering employees more transparency in terms of fees, avoiding any conflicts of interest and most importantly helping employees maximize those hard earned dollars in their retirement funds. We are very excited about bringing the Bogdahn Group on board to assist us with these goals.

**RECRUITMENT STATUS REPORT  
UPDATES THRU 6-3-16**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Service Person	DPW	5/16/16	3/22/16 Carry-over from Laborer vacancy	1	Adam VerVoort transfer vacancy Brandon Bukovic promoted
	Operator II – Sign Shop	DPD	6/3/16	5/17/16	1	Retirement of Rick Weyenberg Interviews 6/6/16
	Part-time Service Person	DPW	Pending	3/22/16 Carry-over from Laborer vacancy	1	Promotion of Bandon Bukovic
	Engineering Technician	DPW	3/29/16	Pending	1	Resignation of Josh Winterfeldt
	Facilities Technician	PRFM	1/8/16	12/17/15	1	Retirement of Jerry Running Interviews 6/7/16
	Bus Driver (Part-time)	Valley Transit	2/12/16	2/18/16	2	One medical pending New application deadline 6/19/16
	General Manager	Valley Transit	2/5/16	2/19/16	1	Retirement of Deborah Wetter Next step pending
JAY	Police Officer	Police	7/20/16	4/28/16	1 + Elig. List	Backgrounds pending
	CSO	Police	NA	2/2/16	2+ Elig List	Background pending on one candidate and medical pending on one candidate
	Account Clerk I	Finance	6/3/16	5/4/16	1	Panel interviews 6/15/16
	Library Assistant (Childrens)	Library	4/18/16	4/27/16	1	Teresa Rieckmann start date 6/20/16
	Librarian (Cataloger)	Library	6/4/16	5/9/16	1	Panel interviews 6/14/16
	Library Supervisor (Public Services)	Library	6/17/16	5/24/16	1	Application deadline 6/19/16
	Page Clerk (half-time)	Library	6/1/16	5/23/16	1	Theresa Carroll start date 6/6/16
	Page Clerk (Sub)	Library	6/6/16	5/27/16	1	Position being posted internally
	Administrative Assistant (.8 FTE)	HR	4/29/16	4/29/16	1	Currently reviewing hiring process

**TOTAL POSITIONS OPEN = 18 TOTAL ELIGIBILITY LISTS = 2**

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

**POSITIONS ON HOLD**

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	RTF Approval Date	# of Openings	Person Vacating Position/Status
JAY	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need

**TOTAL POSITIONS ON HOLD = 1 TOTAL ELIGIBILITY LISTS = 0**