



# 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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Monday, July 11, 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

[16-1110](#) Minutes from 6/6/16

**Attachments:** [Minutes 6-6-16.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[16-1076](#) Request to award contract to Nexum Inc. for their First Defense Monitored Services for outside firewall monitoring of our Palo Alto Firewalls. Monthly cost of \$1,362.22 with a one-time installation fee of \$1,362.22 for a total of \$17,708.86 for year one 2016 CIP Funds to be used in first year.

**Attachments:** [First Defense Monitored ServicesHR-IT Committee Memo.pdf](#)

[16-1101](#) CLOSED SESSION: The committee will meet in closed session to discuss parameters of labor negotiations, pursuant to the exemptions contained in State Statutes 19.85 (1) (c) and (e). The Committee will then reconvene into an open session and conduct further business.

### 6. Information Items

[16-1077](#) Updates from I.T. Director

- Department Remodel
- Website hits and Search Statistics (Working with Vision)
- Open Projects (CAMA / ERP, Parking Ramps, email encryption, panic buttons, online payments)
- Normal everyday procedures

- [16-1078](#) Department of Labor (Wage and Hour Division) Final Rule-Update on the Regulations Defining and Delimiting the Exemption for Executive, Administrative, and Professional Employees.

**Attachments:** [FLSA FINAL RULE.pdf](#)  
[FLSA Impact June 2016.pdf](#)

- [16-1079](#) 2015 Pay for Performance Data

**Attachments:** [Pay For Performance Data 7-11-16.pdf](#)

- [16-1080](#) Wellness Committee Key Objectives

**Attachments:** [Wellness Committee Objectives.pdf](#)

- [16-1081](#) 2016 Mid Year HR Budget Report

**Attachments:** [2016 mid year budget report.pdf](#)

- [16-1085](#) Recruitment Status Report 7/1/16

**Attachments:** [RSR thru 7-1-16.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  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes 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

**Present:** 5 - Konetzke, Baranowski, Jirschele, Plank and Spears

3. Approval of minutes from previous meeting

[16-929](#)

Minutes from 5/9/16

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

**Spears moved, seconded by Konetzke, that the Minutes be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 5 - Konetzke, Baranowski, Jirschele, Plank and Spears

*Approved minutes as corrected.*

**Spears moved, seconded by Jirschele, that the Minutes be reconsidered. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Konetzke, Baranowski, Jirschele, Plank and Spears

**Spears moved, seconded by Jirschele, that the Minutes be amended. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 5 - Konetzke, Baranowski, Jirschele, Plank and Spears

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

**Aye:** 5 - Konetzke, Baranowski, Jirschele, Plank and Spears

4. Public Hearings/Appealances

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

**This Presentation was received and filed**

[16-914](#)

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

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

**This Presentation was received and filed**

[16-916](#)

Recruitment status report 6/3/16

**Attachments:**    [RSR thru 6-3-16.pdf](#)

**This Presentation was received and filed**

## 7. Adjournment

**Aldersperson Jirschele moved, seconded by Aldersperson Konetzke, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Konetzke, Baranowski, Jirschele, Plank and Spears



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

Information Technology Department  
100 N. Appleton Street  
Appleton, WI 54911

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MEMO

To: Alderperson Konetzke and Members of the IT Committee

From: Dean Fox, Information Technology Director

Date: 7/5/16

Re: Request to award contract for First Defense Monitored Services for outside firewall monitoring of our Palo Alto Firewalls. Monthly cost of \$1,362.22 with a one-time installation fee of \$1,362.22 for a total of \$17,708.86 for year one 2016 CIP Funds to be used in first year.

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The 2016 budget includes \$50,000 CIP funding for security assessment and advancement. Part of that assessment calls for 24x7 monitoring of our firewall infrastructure to quickly obtain information on potential threats and then the ability to quickly mitigate those threats.

A quote request went to two companies that offer such a service that has familiarity with our network as well as our Palo Alto firewalls. We received pricing from each of them.

Nexum First Defense is \$1,362.22 per month on a month to month contract.  
CoreBTS quoted \$4,122 per month for similar monitoring

No other vendors were contacted due to the specific need to monitor the City's Palo Alto firewall brand.

We worked with both Nexum and CoreBTS extensively in the past and will continue to do so for other projects but Nexum specializes in the monitoring and mitigation for many firewall brands and models in both their Chicago, IL and Albuquerque, NM Network Operations Centers (NOC) and specifically on Palo Alto Equipment. The contract calls for shared responsibilities in the management of our system, in addition 24x7 monitoring where we would be called at any time of the day if an attempt was made on our network along with immediate mitigation from Nexum's NOC to stop the attempt.

I have requested Operational Funds in the 2017 budget to continue this service for the future.

If you have any questions regarding this recommendation please contact Dean Fox.



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 24, 2016

**Re: Department of Labor (Wage and Hour Division) Final Rule-Update on the Regulations Defining and Delimiting the Exemption for Executive, Administrative, and Professional Employees.**

In May of this year, the Department of Labor announced the publication of a Final Rule to update the regulations that define and delimit the exemption for Executive, Administrative, and Professional employees under the Fair Labor Standards Act. As a result of the published ruling, we conducted an analysis of our pay plan to determine possible impacts on positions within the City. Our background summary of the changes to the rule, along with the impact and our recommendations are presented in the attached report.

Please contact me if you have any questions.

## **BACKGROUND**

ON May 18, 2016 the Department of Labor announced the publication of the final rules updating the overtime regulations protected by the FLSA's minimum wage and overtime standards.

The final rules focus on updating the salary and compensation levels needed for Executive, Administrative and Professional workers to be exempt. Specifically, the Final Rule:

1. Sets the standard salary level for full-time salaried workers at (\$913 per week; \$47,476 annually for a full-year worker);
2. Sets the total annual compensation requirement for highly compensated employees to (\$134,004); and
3. Establishes a mechanism for automatically updating the salary and compensation levels every three years to maintain the levels.
4. Additionally, the Final Rule amends the salary basis test to allow employers to use nondiscretionary bonuses and incentive payments (including commissions) to satisfy up to 10 percent of the new standard salary level.

The effective date of the final rules is December 1, 2016. The future automatic updates to the thresholds will begin January 1, 2020.

## **IMPACT**

The impacted classifications in the City's Compensation Plan include the exempt positions found in Pay Grade I and the Part-time Public Health Nurses found in Pay Grade J. The positions in Pay Grade I include: Clubhouse Supervisor-PRFM (1 employee), Environmentalist II (2 employees), Librarians (9 employees), Library Assistant Supervisors (2 employees) and Road Supervisor-VT (2 employees). The 2016 Minimum for Pay Grade I is \$21.44 per hour or \$44,595 annually. In order to meet the new requirements, the minimum salary must be at least \$913 per week, which based on a 2080 hour year, equates to \$22.83 per hour or \$47,476 annually, for any position's classified exempt in this paygrade. There is only one person, holding a Librarian position, in Pay Grade I, who does not meet the minimum weekly threshold.

Pay Grade J has the five (5) Part-time Health Nurses, who are currently classified as exempt. Four (4) of these positions working 50% will be impacted by not meeting the \$913 weekly threshold which applies to both part-time and full-time positions. The fifth position currently works 90% and does meet the \$913 weekly threshold.

## **RECOMMENDATION**

Effective December 1, 2016 I would recommend that the Library increase the one Librarian's pay, who is currently at \$22.50 per hour to \$22.83 per hour to meet the minimum \$913 weekly threshold. This will preserve the exemption status. Since the **positions** listed above all meet the exemption status for being exempt, I would not recommend changing the status of those positions from exempt to non-exempt due to the new salary requirements. Exempt positions give the City more flexibility with the scheduling and expectations of these professional positions.

Additionally, the Public Health Nurses in Pay Grade J are currently classified as exempt. It would be unlikely for the positions that currently work 50% to work more than 40 hours per week. Therefore, I recommend that the Part-time Nurses holding the 50% positions be changed from exempt to non-exempt and the Part-time Nurse working the 90% position remain exempt.

To ensure that we are able to differentiate this in the pay plan, I would recommend we create a separation of the non-exempt and exempt positions in Pay Grade I and include the new minimum rate for the exempt positions. In Pay Grade J I recommend we differentiate between the exempt Public Health Nurses and classify the 50% positions as non-exempt. Additionally, there is a Public Health Nurse classification in the Part-time non-benefit plan as well. I would recommend we change this classification from exempt to non-exempt. These types of positions generally work 10-15 hours per week.

#### **COST IMPACT**

The cost impact for adjusting the one position by \$.33 for the remainder of 2016 is \$57.20 and on an annual basis would be \$686.40. If the current pay plan is increased by 1.5% for 2017, the hourly rate will meet the minimum threshold.

There is no cost impact for the 50% Part-time Public Health Nurses and the Part-time Non-Benefitted Nurses because they already hold positions less than 40 hours per week and we do not anticipate they will exceed their budgeted hours.





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**Human Resources Department**  
**100 N. Appleton Street**  
**Appleton, WI 54911**  
**Phone: (920) 832-6455**  
**Fax: (920) 832-5845**

June 8, 2016

Chairperson Konetzke and Human Resource Committee Members

Re: 2015 Pay for Performance (P4P) Data

Dear Chairperson Konetzke and Human Resources Committee Members:

Below is the P4P recap for 2015 (I have also attached the 2014 and 2013 recap for comparison):

247 Employees were over the Control Point (Market)

7 of those employees (2.4%) received a score of "below target"	(0% P4P adjustment)
54 of those employees (22%) received a score of "on target"	(0% P4P adjustment)
128 of those employees (52%) received a score of "above target"	(1.00% P4P adjustment)
54 of those employees (22%) received a score of "exemplary"	(2.00% P4P adjustment)
4 of those employees (1.6%) was a late year new hire and received no score	(0% P4P adjustment)

159 Employees were under the Control Point (Market)

10 of those employees (6.3%) received a score of "below target"	(0% P4P adjustment)
31 of those employees (19.5%) received a score of "on target"	(1.00% P4P adjustment)
75 of those employees (47.2%) received a score of "above target"	(2.00% P4P adjustment)
30 of those employees (18.9%) received a score of "exemplary"	(3.00% P4P adjustment)
13 of those employees (8.1%) were late year new hires and received no score	(0% P4P adjustment)

All of the non-represented employees were eligible for a 1.5% general pay adjustment provided their performance was on-target.

88 employees did not receive any P4P for a total increase of 1.5% (general pay adjustment only)

159 employees received an additional 1.00% P4P for a total increase of 2.50%

129 employees received an additional 2.00% P4P for a total increase of 3.50%

30 employees received an additional 3.00% P4P for a total increase of 4.50%

84 employees out of 406 were rated as "exemplary" (20.7%)  
203 employees out of 406 were rated as "above target" (50.0%)  
85 employees out of 406 were rated as "on target" (20.9%)  
17 employees out of 406 were rated as "below target" (4.2%)  
17 employees out of 406 were not rated (new hires) (4.2%)

Sincerely,

Sandy Behnke  
HR Director  
City of Appleton



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Human Resources Department  
100 N. Appleton Street  
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Phone: (920) 832-6455  
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May 1, 2015

Chairperson Konetzke and Human Resource Committee Members

Re: 2014 Pay for Performance (P4P) Data

Dear Chairperson Konetzke and Human Resources Committee Members:

Last year I shared the 2013 P4P data to give you all some perspective on the recently adopted pay plan (attached). Below is the P4P recap for 2014:

254 Employees were over the Control Point (Market)

13 of those employees (5%) received a score of "below target"	(0% P4P adjustment)
41 of those employees (16%) received a score of "on target"	(0% P4P adjustment)
133 of those employees (52.4%) received a score of "above target"	(0.88% P4P adjustment)
65 of those employees (25.6%) received a score of "exemplary"	(1.75% P4P adjustment)
2 of those employees (1%) was a late year new hire and received no score	(0% P4P adjustment)

160 Employees were under the Control Point (Market)

9 of those employees (5.6%) received a score of "below target"	(0% P4P adjustment)
39 of those employees (24.4%) received a score of "on target"	(0.88% P4P adjustment)
63 of those employees (39.3%) received a score of "above target"	(1.75% P4P adjustment)
38 of those employees (23.8%) received a score of "exemplary"	(2.63% P4P adjustment)
11 of those employees (6.9%) were late year new hires and received no score	(0% P4P adjustment)

All of the non-represented employees were eligible for a 1.5% general pay adjustment provided their performance was on-target.

76 employees did not receive any P4P for a total increase of 1.5% (general pay adjustment only)  
172 employees received an additional .88% P4P for a total increase of 2.38%  
128 employees received an additional 1.75% P4P for a total increase of 3.25%  
38 employees received an additional 2.63% P4P for a total increase of 4.13%

103 employees out of 399 were rated as "exemplary" (24.9%)  
196 employees out of 399 were rated as "above target" (47.3%)  
80 employees out of 399 were rated as "on target" (19.3%)  
22 employees out of 399 were rated as "below target" (5.3%)  
13 employees out of 399 were not rated (new hires) (3.2%)

Sincerely,

Sandy Behnke  
HR Director  
City of Appleton



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Human Resources Department  
100 N. Appleton Street  
Appleton, WI 54911  
Phone: (920) 832-6455  
Fax: (920) 832-5845

May 9, 2014

Chairperson Konetzke and Human Resource Committee Members

Re: 2013 Pay for Performance (P4P) Data

Dear Chairperson Konetzke and Human Resources Committee Members:

I wanted to share some data related to the 2013 Pay for Performance plan that was put into place for non-represented employees to give you all some perspective on the newly adopted pay plan. Our initial data shows the following:

237 Employees were over the Control Point (Market)

13 of those employees (5.5%) received a score of "below target"	(0% P4P adjustment)
76 of those employees (32%) received a score of "on target"	(0% P4P adjustment)
108 of those employees (45.6%) received a score of "above target"	(1% P4P adjustment)
39 of those employees (16.5%) received a score of "exemplary"	(2% P4P adjustment)
1 of those employees (.4%) was a late year new hire and received no score	(0% P4P adjustment)

162 Employees were under the Control Point (Market)

6 of those employees (3.7%) received a score of "below target"	(0% P4P adjustment)
55 of those employees (34%) received a score of "on target"	(1% P4P adjustment)
66 of those employees (40.7%) received a score of "above target"	(2% P4P adjustment)
30 of those employees (18.5%) received a score of "exemplary"	(3% P4P adjustment)
5 of those employees (3.1%) were late year new hires and received no score	(0% P4P adjustment)

All of the non-represented employees were eligible for a 2% general pay adjustment provided their performance was on-target.

101 employees did not receive any P4P for a total increase of 2% (general pay adjustment only)

163 employees received an additional 1% P4P for a total increase of 3%

105 employees received an additional 2% P4P for a total increase of 4%

30 employees received an additional 3% P4P for a total increase of 5%

69 employees out of 399 were rated as "exemplary" (17.3%)

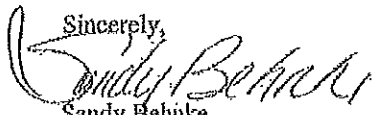
174 employees out of 399 were rated as "above target" (43.6%)

131 employees out of 399 were rated as "on target" (32.8%)

19 employees out of 399 were rated as "below target" (4.8%)

6 employees out of 399 were not rated (new hires) (1.5%)

Sincerely,

  
Sandy Behnke  
HR Director  
City of Appleton

# City of Appleton Wellness Committee

## Team Members

Jay Ratchman

HR

Jessica Moyle

Health

Matt Gerrits

Fire

Mel Lewis

HR

Jamie Griesbach

Legal Services

Leanne Wilson

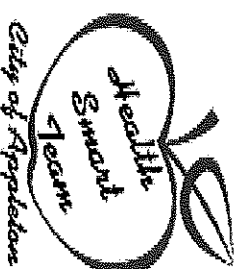
Police

Aaron Lehmkuhl

DPW

Niki Wendt

Park & Rec.



Tina Krueger

Library

Nikki Voelzke

Valley Transit

Heidi Erickson

Park & Rec.

## Wellness Coordinator

Jay Ratchman

Human Resources

# HealthSmart Wellness Program Summary

## Mission Statement

- To promote physical, emotional, and social support for a healthy lifestyle

## The goals of the HealthSmart wellness programs are to:

- Offer programs and services emphasizing awareness, prevention, and positive health behavior change
- Provide current and accurate information on personal health issues
- Foster an environment supportive of a healthy lifestyle, and
- Provide knowledge and skills to improve and maintain health that may enhance work performance



# Team Commitment

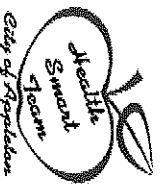
## Expectations of Team Members:

- ✓ Serve a two year term on the committee. Terms begin on the date of the first meeting attended (encouraged to serve additional terms)
- ✓ Play an active role, including participation in at least one sub-committee
- ✓ Treat team members with dignity and respect
- ✓ Attend regular monthly meetings
- ✓ Sub-committees will provide regular updates to the full wellness team



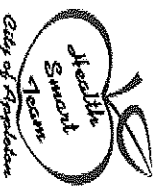
## Major Roles

Team Role	Responsible For	Sub-committee
<b>Administration</b>	Health risk assessments; request for proposals; wellness team membership; Well City Fox Cities participation; WELCOA membership; budgeting	Jay Ratchman/All Team Members
<b>Exercise/Physical Activity</b>	Physical fitness programs; lunch n' learn fitness; ergonomics; related programming	Heidi Erickson/Niki Wendt
<b>Special Events</b>	Health fair; Weight Watchers; skin cancer screenings; men's health; women's health	Leanne Wilson/Jamie Griesbach/Aaron Lehmkuhl/Matt Gerrits/Niki Wendt
<b>Nutrition</b>	Eating right; community gardening; healthy vending machine options; healthy cookbook	Jamie Griesbach/Nikki Voelzke/Tina Krueger/Jessica Moyle
<b>Stress &amp; General Wellness</b>	Emotional wellness; financial wellness; EAP programming; morale; recognition	Mel Lewis/Jay Ratchman
<b>Smoking Cessation</b>	Quit smoking promotion and program	Jay Ratchman/Jessica Moyle
<b>Self-care</b>	Know Your Numbers Campaign; EAP programming; on-site clinic	Jay Ratchman/Mel Lewis/Sandy Behnke/All Team Members
<b>Communications</b>	Promotions; Internet/Intranet; Facebook & social media use	Tina Krueger/All Team Members



## 2016-2017 Key Objectives

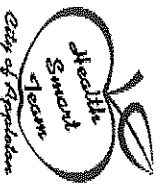
- Address key indicators from: Employee Assistance Program (EAP), health insurance program, worker's compensation, and from the health risk assessments
- Introduce new EAP provider
- Focus in the areas of physical activity, nutrition, stress management, smoking cessation, and self-care
- Align incentive programs with health insurance program and rewarding healthy behaviors
- Offering healthier food choices while at work (e.g, vending, healthy foods at training and meetings)
- Measure program results
- Offer on-site health clinic





## Long-Term Key Objectives

- Hire designated Wellness Coordinator (employee wellness is all they focus on)
- Wellness incentives tied to health results
- Offer on-site workout facility at City Hall

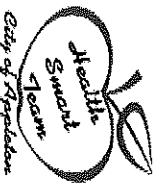


# Health Screening Key Data/Indicators

## Health Risk Assessment (625 participants in 2015) Key Health Conditions:

- Hypertension
- Asthma
- Stress
- Diabetes
- Depression
- Cancer
- Heart disease

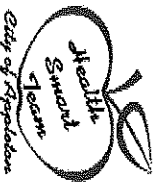
>Recommended lifestyle changes include improving: exercise, weight management, diet, stress management, tobacco use, and alcohol use



# Health Insurance Key Data/Indicators

## Health Insurance Key Conditions (top 3 most costly conditions):

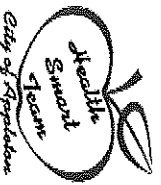
- Musculoskeletal (also amongst our most expensive claims under worker's compensation)
- Circulatory (consisting of the heart, blood vessels, lymphatic vessels)
- Diabetes



# EAP Program Key Data/Indicators

## Employee Assistance Program (top 3 reasons employee and/or family went to EAP in 2015):

- Stress (personal, marital, relationship, family)
- Addiction (low percentage)
- Work stress (low percentage)



# Employee Interest Survey (12/31/2015)...page 1

## 2015 HealthSmart Survey Summary

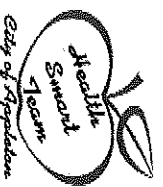
	<u>Extremely</u>	<u>Likely</u>	<u>Somewhat</u>	<u>Unlikely</u>
Corporate Fitness Membership Rates	136	75	48	61
Healthy Eating	92	95	68	62
Cholesterol Levels	91	79	51	57
Healthy Cooking	90	93	57	71
Vision	90	76	42	70
On-Site, Low Impact Exercise Equipment	85	81	70	78
Financial Management	81	90	69	77
Multiphasic Blood Screenings	80	68	55	68
Blood Pressure Checks	79	78	48	61
Cardiovascular	78	80	47	66
Colon/Rectal	75	70	48	75
Blood Sugar	73	71	49	75
Weight Management Programs	70	108	64	82
Stretching Programs	66	84	81	79
Exercise Tolerance Testing	65	83	82	77
Prostate Checks	63	51	49	102
Walk-Fit Programs	62	97	67	88
Stool Checks	60	47	54	104
Prescribed Exercise Programs	59	74	74	96
During Lunch at Work	59	83	47	84
Cancer	55	98	74	93
Mammograms	55	38	33	131



# Employee Interest Survey (12/31/2015)...page 2

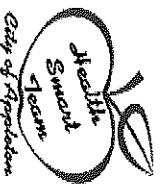
## 2015 HealthSmart Survey Summary

	<u>Extremely</u>	<u>Likely</u>	<u>Somewhat</u>	<u>Unlikely</u>
Visiting On-Site Healthcare Nurse	52	66	59	96
Heart Disease	50	84	77	93
Cholesterol Reduction	48	87	77	108
Before Work	47	58	47	109
Back Safety	46	75	75	103
Stroke Prevention	44	80	89	103
Diabetes	39	62	69	115
Job Stress	39	74	85	110
Self-Help/Self-Care	37	58	63	191
After Work	37	65	56	99
Managing Chronic Pain	36	62	68	135
Headache	31	59	63	142
Home Safety	29	68	86	133
Manage Chronic Health Conditions	29	58	70	160
Stress Reduction Programs	27	60	78	106
Cold/Flu	25	58	82	158
Time Management Programs	24	62	62	111
Accepting Change	21	58	99	136
Depression Treatment	19	38	82	166
Parenting Difficulties	19	37	76	168
Smoking Cessation Programs	19	14	22	229
Substance Abuse	17	35	59	191
Controlling Anger/Emotions	17	33	87	169



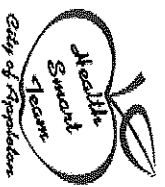
# HealthSmart 2016 Work Plan Details

January	February	March	April	May
<ul style="list-style-type: none"> <li>✓ Health screening preparation (on-line application process &amp; Know Your Numbers Campaign)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Continue health screening preparation</li> <li>✓ Kick-off Weight Watchers program</li> </ul>	<ul style="list-style-type: none"> <li>✓ Health screenings start March 14</li> <li>✓ Begin 2016 Health Fair discussions</li> <li>✓ Introduce new Employee Assistance Program to all employees &amp; family members (home mailing)</li> <li>✓ Introduce new Employee Assistance Program at required employee training</li> <li>✓ Smoking cessation materials presented at required employee training</li> <li>✓ Nutrition speaker presentation at required employee training</li> <li>✓ Research healthy vending machine options</li> <li>✓ Kick-off program with Advanced Movement Studio (geared towards musculoskeletal injury prevention)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Complete health screenings and review program results</li> <li>✓ Introduce new Employee Assistance Program at required employee training</li> <li>✓ Smoking cessation materials presented at required employee training</li> <li>✓ Nutrition speaker presentation at required employee training</li> <li>✓ Community Supported Agriculture (CSA) education...2015 employee interest survey was completed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Introduce new Employee Assistance Program at required employee training</li> <li>✓ Smoking cessation materials presented at required employee training</li> <li>✓ Nutrition speaker presentation at required employee training</li> <li>✓ Launch new HealthSmart website</li> </ul>



# HealthSmart 2016 Work Plan Details

June	July	August	September	October
<ul style="list-style-type: none"> <li>✓ Begin transition to healthy vending machines options</li> <li>✓ Kick-off employee fitness challenge</li> </ul>	<ul style="list-style-type: none"> <li>✓ Health clinic opens</li> <li>✓ Employee fitness challenge continues</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employee fitness challenge continues</li> <li>✓ Completion of Advanced Movement Studio program (measure results)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Introduce new Employee Assistance Program at required employee training</li> <li>✓ Smoking cessation materials presented at required employee training</li> <li>✓ Nutrition speaker presentation at required employee training</li> <li>✓ Promote women's health awareness</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wellness Fair</li> <li>✓ Introduce new Employee Assistance Program at required employee training</li> <li>✓ Smoking cessation materials presented at required employee training</li> <li>✓ Nutrition speaker presentation at required employee training</li> <li>✓ Measure all program results</li> </ul>





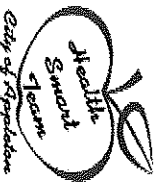
# HealthSmart 2016 Work Plan Details

November

- ✓ Develop 2017-2018 work plan
- ✓ Submit application for the Well City Fox Cities Initiative
- ✓ Promote men's health awareness

December

- ✓ Lunch n' Learn program on stress reduction



## **HUMAN RESOURCES DEPARTMENT 2016 REVIEW**

All figures through June 30, 2016

### **Significant 2016 Events:**

#### **Administration-**

- Processed all employees who elected to switch medical plans with the majority going in the high deductible health plan with the Health Savings Account
- Processed all rate changes through the Performance Evaluation process based on scores and approved performance percentage
- Processed the annual City employee health risk assessment wellness program (826 participants in the health screening, with 186 that completed a coaching session)
- Ongoing collaboration with AASD on medical health center with location found and lease agreement negotiated and Council & School Board approval

#### **Recruitment Selection –**

- Processed 32 termination files
- Processed 34 new employee files
- Police Officer hiring process (hired 3 new officers ytd with 2 more pending)
- Completed a Fire Fighter hiring process (two candidates hired)

#### **Employee/Labor Relations-**

- 50 FMLA requests processed
- Processed 5 grievance

#### **Staff Training & Development-**

Conducted/Coordinated:

- 2 New employee orientation sessions conducted
- 10 General Employee training classes, 2 Supervisory training classes
- 4 seasonal training sessions
- 2 Administrative Professionals' events held

**Performance Data:**

<u>Program</u>	<u>Criteria</u>	Actual 2013	Actual 2014	Actual 2015	Projected 2016	YTD 2016
14010	<u>Client Benefit</u>					
	Client Benefit Impacts Timely and appropriate support of departments--% of internal customers who rated HR services as satisfactory overall.	80%	80%	80%	80%	n/a
	<u>Strategic Outcomes</u>					
	# of employment practices claims	0	0	0	0	0
	<u>Work Process Outputs</u>					
	# of policies developed	0	2	1	0	0
	# of policies updated	10	16	12	11	4
	# Reviewed in all training sessions	199	375	285	200	117
	# of new fringe benefits	0	0	2	2	1
	# of modified fringe benefits	15	5	2	2	2
	# of fringe benefit training sessions	23	8	25	25	14
14020	<u>Client Benefits/Impacts</u>					
	FT Employees on staff < 1 year	39	30	46	40	25
	FT Employees on staff 1-5 years	99	130	117	140	167
	FT Employees on staff 6-10 years	166	118	101	110	104
	FT Employees on staff 10+ years	330	345	339	344	346
	<u>Strategic Outcomes</u>					
	# of open positions (2016 includes transfers & promotions)	59	55	71	60	51
	# Staff turnover <del>non-union</del> positions (2016 combined)	35	40	59	50	26
	<u>Work Process Outputs</u>					
	# of positions posted internally (job postings)	18	26	16	20	8
	# of positions advertised externally	51	40	57	50	27
	# of telephone interviews	36	30	12	25	15
	# of face to face interviews	458	435	434	400	261
	# of assessment centers	0	1	0	0	0
	# of candidates tested	233	215	271	240	81
14030	<u>Client Benefits/Impacts</u>					
	# of grievances	4	3	5	1	5
	# of grievances sent to arbitration	0	0	0	0	0
	<u>Strategic Outcomes</u>					
	Ave. sick hours used per employee	10.7	10.5	8.5	8.5	4.39
	Ave fmla sick hours used per ee	11.2	10.7	9.0	9.0	3.54

	Ave PTO (sick) hrs per ee	3.8	4.9	4.4	6.0	3.54
	<u>Work Process Outputs</u>					
	# of contracts under negotiations	3	0	0	0	3
	# of contracts sent to arbitration	0	0	0	0	0
14040	<u>Client Benefits/Impacts</u>					
	% of employees reported very satisfied	71%	72%	71%	70%	n/a
	% of employees reported satisfied	29%	28%	29%	30%	n/a
	% of employees reported not satisfied	0%	0%	0%	0%	n/a
	<u>Strategic Outcomes</u>					
	% of FT & PT ee's trained on required topics	98%	93%	98.5%	100%	62.2%
	<u>Work Process Outputs</u>					
	# training topics covered during required classes	24	25	24	25	27
	Ave. number participants per session	27	24	26	25	25

**Areas of Primary Concentration for 2016:** Continue to monitor all federal/state legal changes with respect to Health Care Reform, educate employees and continue with implementation of impact study. Continue promoting wellness related activities. Finalize opening of the joint City/AASD employee medical clinic. Handle all recruitment processes as positions become vacant throughout the year using NEOgov process. Conduct general and supervisory training for all City employees. Prepare and conduct annual training for all seasonal employees. Seek legal clarification and education on the many quickly changing regulations impacting HR practices and benefits. Facilitate any training needs for departments throughout the year. Complete On-boarding system implementation. Continue to implement and expand use of online Performance Evaluation system.

### **Budget Performance Summary**

No concerns. We are at 49.7% budget spent at midyear.

83500  
TEACHERA  
MIDYER HR

City of Appleton  
Human Resources  
Summary Budget to Actual Report  
For the Six Months Ending June 30, 2016

1  
07/07/16  
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Description	Year to Date Expense	Full Year Amended Budget	Percent of Amended Budget
Human Resources			
HR Administration	136,725	275,564	49.6 %
Recruitment & Selection	93,842	187,628	50.0 %
Employee Relations	51,174	108,275	47.3 %
Staff Development & Training	76,466	149,724	51.1 %
Total	358,207	721,191	49.7 %

**RECRUITMENT STATUS REPORT  
UPDATES THRU 7-1-16**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT.</b>	<b>Date of Vacancy</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>STATUS</b>
<b>KIM</b>	Part-time Service Person	DPW	Pending	3/22/16 Carry-over from Laborer vacancy	1	Promotion of Bandon Bukovic References and background pending
	Engineering Technician	DPW	3/29/16	6/13/16	1	Resignation of Josh Winterfeldt Application deadline 7/10/16
	Facilities Technician	PRFM	1/8/16	12/17/15	1	Retirement of Jerry Running Medical pending
	Bus Driver (Part-time)	Valley Transit	2/12/16	2/18/16	1	Testing 7/12/16
	General Manager	Valley Transit	2/5/16	2/19/16	1	Reviewing results of interviews
	Recreation Programmer	PRFM	7/15/16	6/22/16	1	Resignation of Heidi Erickson Application deadline 7/24/16
<b>JAY</b>	Police Officer	Police	7/20/16 7/2/16	4/28/16 Pending	2 + Elig. List	Conditional offers extended and final steps pending
	Library Supervisor (Public Services)	Library	6/17/16	5/24/16	1	Panel interviews on 7/6/16
	Page Clerk (half-time)	Library	TBD	Pending	1	Molly Lawler resignation (last date of employment still being determined)
	Administrative Assistant (.8 FTE)	HR	4/29/16	4/29/16	1	Background pending on top candidate

**TOTAL POSITIONS OPEN = 11    TOTAL ELIGIBILITY LISTS = 1**

**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**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT</b>	<b>Date(s) of Opening(s)</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>Person Vacating Position/Status</b>
<b>JAY</b>	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
<b>KIM</b>	Maintenance/Operations Supervisor	Valley Transit	7/8/16	Pending – dept. evaluating	1	Resignation of Mike Punzel

**TOTAL POSITIONS ON HOLD = 2    TOTAL ELIGIBILITY LISTS = 0**