



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, April 25, 2018

6:30 PM

Council Chambers, 6th Floor

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

[18-0601](#) Minutes from 4/11/18

Attachments: [Minutes 4-11-18.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[18-0605](#) Request to approve the addition of up to a Full-time Health Coach and up to a Full-time Physical Therapist to the Connecting Care Clinic Staffing with staffing levels being determined based upon customer demand.

Attachments: [CCC additional staff memo 4-20-18.pdf](#)
[CCC Health Coach proposal.pdf](#)

[18-0602](#) ORGANIZATIONAL MATTERS
Elect a Vice-Chair
Set meeting date/time
Designate a contact person

6. Information Items

[18-0610](#) Recruitment Status Report 4-20-18

Attachments: [RSR thru 4-20-18.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 Matz at 832-6426.



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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, April 11, 2018

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Konetzke, Plank, Spears and Baker

Excused: 1 - Coenen

3. Approval of minutes from previous meeting

[18-0448](#)

Minutes from 3-28-18

Attachments: [Minutes 3-28-18.pdf](#)

Baker moved, seconded by Plank, that the minutes be approved. Roll Call.
Motion carried by the following vote:

Aye: 4 - Konetzke, Plank, Spears and Baker

Excused: 1 - Coenen

4. Public Hearings/Appearances

5. Action Items

[18-0494](#)

Request approval of the changes to the Salary Administration Policy.

Attachments: [Salary Administration Policy March 2018-2.pdf](#)
[Work Rule Current versus Proposed.pdf](#)
[Work Rule Change Cost Analysis.pdf](#)

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

Aye: 4 - Konetzke, Plank, Spears and Baker

Excused: 1 - Coenen

6. Information Items

[18-0500](#)

2017 Pay for Performance results

Attachments: [2018 P4P scores compilation.pdf](#)
 [P4P Scat.pdf](#)

This Presentation was received and filed

[18-0493](#)

Recruitment Status Report 4/6/18

Attachments: [RSR thru 4-6-18.pdf](#)

This Presentation was received and filed

7. Adjournment

Plank moved, seconded by Baker, that the meeting adjourn be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Konetzke, Plank, Spears and Baker

Excused: 1 - Coenen



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

HUMAN RESOURCES DEPARTMENT

100 N. Appleton Street
Appleton, WI 54911
Phone: 920-832-6455
Fax: 920-832-5895

MEMO

To: Alderperson Konetzke and Member of the Human Resources Committee
From: Sandy Matz, Human Resources Director
Date: April 20, 2018

Re: Request to approve the addition of a Health Coach Position and a Physical Therapist Position to the Connecting Care Clinic. The Request is for authorization up to full-time for each position with the initial staffing at half time.

The Connecting Care Clinic oversight team which includes District employees, City employees, ThedaCare employees and Associated Benefits & Risk Consulting employees, is proposing to increase staffing at the Connecting Care Clinic. The proposal is to add a half time Health Coach and a half time Physical Therapist. We anticipate demand to grow rather quickly for both services and are asking for authorization to add hours to meet demand up to full-time for each position.

Health Coach: Both the District and the City offer Personal Health Assessments for employees and their spouses. The purpose of the Health Coach will be to assist participants in improving their overall health and wellness education. Currently, the RN at the clinic is providing outreach for these participants as her schedule allows. For city employees, in just a few short months, she has helped a nicotine user quit and has engaged four participants with elevated glucose levels in a Diabetes Prevention Program. Participants in the Diabetes Prevention Program are averaging a 12 lb. weight loss after 3.5 months in the program! Our goal is to have a staff person focus on these areas and continue to help our employees improve their health.

Physical Therapist: As many of us know, physical therapy can be quite expensive and can be a large time drain on your schedule. We can offer physical therapy to our employees at a fraction of the cost through the traditional health insurance model. Additionally, we can help employees get in and out quicker and back to their normal schedule. Musculoskeletal claims under our medical plan have continued to be a cost driver and we see this as an opportunity to impact those claim costs by adding this service to the clinic.

Attached is the proposal from ThedaCare on the costs of staffing and initial setup costs for furniture and equipment for the two staff positions.

We are excited about the opportunity to expand our partnership with the Appleton School District and ThedaCare and to be able to expand this benefit for City employees.

If any of you have any questions regarding the proposal, please contact me.



April 19, 2018

Sandy Matz
City of Appleton
100 N. Appleton Street
Appleton, Wisconsin 54911

Dear Sandy:

Based on our discussions with members of the Joint Operating Committee for the Connecting Care Clinic, a proposal was requested to add a Physical Therapist and Health Coach to the Connecting Care Clinic. Please consider this letter our proposal for these services.

Background

- The City of Appleton is looking for ways to improve the health of their population as well as reduce health care spend.
- The claims for the City over the last several years are musculoskeletal related claims. Many of these services could be provided by a Physical Therapist.
- In order to meet the goal of the clinic to improve health, health coaching is needed to address the following opportunities identified in the Personal Health Assessment.
 - 34 participants ready to quit using tobacco
 - 61 participants with an elevated glucose
 - 607 participants indicated a readiness to change in at least one lifestyle related area.
 - 380 participants indicated they were thinking about a change in at least one lifestyle related area.
 - 126 participants at high risk for blood pressure

Services

Health Coach

- Individual Health Coaching
 - Assists in setting short and long term goals
 - Addresses barriers to change
 - Documents plans
 - Assess readiness to change
 - Practices motivational interviewing techniques
 - Moves individuals through the change process
- Health coach resources
 - Presentations
 - Handouts
 - Programs
 - Incentive Challenges
 - Monthly Wellness Newsletter
 - Monthly Wellness Plan
 - Healthy Huddles & demonstrations



ThedaCare™

- Cultural Change Resources
- Recipes
- Fitness classes
- Web resources and tools
- Group classes and programs for support and accountability
- Detailed data analysis
- Targeted outreach based on health risks and readiness to change
- Onsite support, education, resources and tools to help employees achieve lasting health improvement
- Moves individuals through the change process
- Risk stratification to identify and provide outreach
- Tailored programming based on health risks, employee interests, and readiness to change
- Participation on company's wellness committee
- Ongoing biometric measurements (blood pressure, weight, etc.)
- Proactive chronic condition care
- Integration of PHA data
- Facilitate compliance in management of condition
- Assist individuals in modifying lifestyle to improve or eliminate condition
- Face to face
- Group programs
- E-mail
- Texting

Physical Therapy

- Individual visits
- Alleviate muscle or joint discomfort
- Migraines and back pain treatment
- Provide advice on fitness
- Early intervention and prevention
- Initial evaluations
- Follow-up treatments

Economics/Investment

Health Coach

- 46 weeks (schedule to be determined)
- Confidentiality as a third party
- Team member in a cohesive health team
- Provide and review company specific reporting packages on an on-going basis
- Medical tracking in EPIC (ThedaCare and its partners medical record)
- Medical liability coverage
- Access to multiple resources throughout ThedaCare and medical partners

	<u>Hourly Rate</u>	<u>Monthly Fee</u>	<u>City Portion (32%)</u>
20 hours / week	\$55	\$4,767	\$1,525
40 hours / week	\$55	\$9,534	\$3,050



Physical Therapist

- 46 weeks (schedule to be determined)
- Confidentiality as a third party
- Team member in a cohesive health team
- Provide and review company specific reporting packages on an on-going basis
- Medical tracking in EPIC (ThedaCare and its partners medical record)
- Medical liability coverage
- Access to multiple resources throughout ThedaCare and medical partners

	<u>Hourly Rate</u>	<u>Monthly Fee</u>	<u>City Portion (32%)</u>
20 hours / week	\$80	\$6,934	\$2,219
40 hours / week	\$80	\$13,867	\$4,438

Estimated Costs of Equipment (50%)

- Equipment and Furniture **\$6,150**
- Construction to add doors **\$ 850**

This Investment Proposal is valid for 60 days from the date of this proposal.

Timeline

The goal is to begin with a Health Coach 20 hours per week and a Physical Therapist 20 hours per week in September of 2018.

Closing

Thank you for reviewing this Investment Proposal. ThedaCare At Work is eager to continue to build our partnership with the City of Appleton.

Sincerely,

Pam Berth
ThedaCare At Work
920-380-4970
Pam.berth@thedacare.org

RECRUITMENT STATUS REPORT

UPDATES THRU 4/20/18

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	PT Bus Driver	VT	NA	NA	Flexible	Will keep process open with new flex schedule options Interviews on 4/20/18, 4/23/18, 5/2/18 and 5/3/18
	Bus Driver	VT	7/6/17	9/20/17	4	Application deadline extended to 4/29/18 Interviews on 4/20/18, 4/23/18 and 5/1/18
	PT Serviceperson	VT	9/26/17	10/16/17	1	Re-advertising with a deadline date of 4/22/18
	Road Supervisor	VT	2/5/18	2/9/18	1	Justin Dreger returned to driver Dr. Fico exam moved to 4/25/18 due to storm
	Parking Ramp Attendant	DPW	1/26/18	2/27/18	1	References and background pending on top candidate
	Laborer	DPW	NA – previous process	NA – previous process	2	Jacob Gostisha starting 6/4/18
	Administrative Support Specialist	DPW	3/12/18	3/1/18	1	Interviews on 4/25/18
	Customer Service Specialist .5 FTE	DPW	4/9/18	3/30/18	1	Nancy Turnmire resignation Testing finalists
	Utility Locator – 8 Month	DPW	Anticipated 4/11/18	Pending	1	Transfer of Trevor Kay to Laborer
SANDY	Fire Chief	Fire	7/1/18	10/24/17	1	PFC pursuing finalists
JAY	Police Officer	Police	1/13/18 2/20/18 3/1/18	NA	Elig list	Mitchell Martinez start date 5/24/18 Backgrounds pending on two candidates Conditional offer extended to one candidate Fitness testing next group on 4/19/18 and 4/21/18
	Crossing Guard (Regular and Alternate)	Police	NA	8/2/17	NA	Background pending on one candidate Dawn Baumrauk start date 4/24/18
	Community Service Officer	Police	NA	3/26/18	1 + Elig list	Physical fitness testing scheduled for 5/1/18 and 5/5/18
	Deputy Finance Director	Finance	2/7/18	2/13/18	1	Top candidate to Dr. Fico 4//18
	Library Assistant Supervisor (Public Services)	Library	6/2/18	4/5/18	1	Application deadline date 4/29/18
	Public Health Nurse	Health	4/26/18	4/6/18	1	References and background pending on top candidate
DEBBY	Administrative Assistant	HR	4/13/18	Pending	1	Dana Hartjes promoted Request to fill pending Application deadline date 4/22/18

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
	Fire Fighter	Fire	1/2/18	Hold	1	Retirement of Jim Biersteker
KIM	Community Relations Specialist .5 FTE	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke Re-org approved by Council on 6/21/17 (to .5)

TOTAL POSITIONS ON HOLD = 3