

**PERSONNEL
COMMITTEE**

Monday, November 4, 2019

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the meeting held August 5, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation on selecting HealthyMinds LLC. to provide the employee assistance program to Village employees.
 - b. Discussion regarding changes to the Personnel Policy Manual and Compensation and Benefits Manual as it relates to policies governing the employment of Police Sergeants.
 - c. Discussion and presentation regarding a market analysis of the Village wage grid.
 - d. Discussion and action to make a recommendation to the Village Board regarding contracted Building Inspection Services.
 - e. Update regarding Village wide training initiatives.
 - f. Update regarding current and ongoing recruitments.
5. SCHEDULE NEXT MEETING DATE.
 - a. Monday, December 2, 2019 at 6:30 pm.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, August 5, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Chairperson Czebotar called the regular meeting of the Personnel Committee to order at 6:30 PM in Conference Room A of the McFarland Municipal Center.

Members present: Brad Czebotar, Trish Howen, Steve Kilpatrick, Ken Machtan, Peter Morehouse, and Chris Spanos.

Members not present: Clair Utter.

Staff Present: Village Administrator Matt Schuenke.

2. PUBLIC APPEARANCES.

None

3. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the meeting held on June 3, 2019.

Minutes approved by unanimous consent. Kilpatrick abstained.

4. BUSINESS.

a. Discussion and action to make a recommendation to the Village Board regarding the revision of Section 3.02(2)(b) of the Personnel Policy Manual in order to modify the responsibilities of the Village Administrator as part of the hiring process.

Czebotar made a motion, seconded by Kilpatrick, and unanimously carried by the Personnel Committee to place Agenda Item (a) on the table at 7:07 pm until after a decision was reached on Agenda Item (b). Motion carried 6 - 0.

Czebotar made a motion, seconded by Kilpatrick, and unanimously carried by the Personnel Committee to remove Agenda Item (a) from the table at 7:27 pm. Motion carried 6 - 0.

Following discussion, a motion was made by Czebotar, seconded by Machtan, and unanimously carried by the Personnel Committee to recommend approval to the Village Board regarding the revision to Section 3.02(2)(b) of the Personnel Policy Manual in order to modify the responsibilities of the Village Administrator as part of the hiring process. Motion carried 6 - 0.

- b. Discussion and action to make a recommendation to the Village Board regarding the creation of Section 18.03 of the Personnel Policy Manual in order to set certain standards on establishing vacation allotment for new external hires.

Following discussion, Czebotar made a motion, seconded by Morehouse, and unanimously carried by the Personnel Committee to recommend approval to the Village Board regarding the creation of Section 18.03 of the Personnel Policy Manual in order to set certain standards on establishing vacation allotment for new external hires. Motion carried 6 - 0.

- c. Update on recent Village employment recruitments.

The Village Administrator provided an update on the progression of open recruitments. No action was taken on this item.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, September 2, 2019 at 6:30 pm (Labor Day).

The next meeting is scheduled for a holiday. If a meeting is to be held, it will be rescheduled for a different day.

6. ADJOURNMENT.

A motion was made by Morehouse, seconded by Kilpatrick, and unanimously carried by the Personnel Committee to adjourn the meeting at 7:37 pm. Motion carried 6 - 0.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Matthew G. Schuenke
Village Administrator



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action to make a recommendation on selecting HealthyMinds LLC. to provide the employee assistance program to Village employees.

PREVIOUS ACTION:

ISSUE SUMMARY:

In early October the Village was notified its current employee assistance program provider would be ceasing to provide services effective January 1, 2020. In 2019, the McFarland Police Department brought on an expanded employee service program for Police Officers with Health Minds LLC. Attached is the proposal from Healthy Minds LLC to provide employee assistance program services to the rest of the Village. The proposal provides financial and legal assistance that was not offered with the Village's previous EAP provider.

FINANCIAL/BUDGET IMPACT:

A slight reduction of \$74 per year for the Employee Assistance Program

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approving the service proposal from Health Minds LLC to provide the Employee Assistance from for the Village of McFarland.

ATTACHMENTS:

1. 11.04.19 - HealthyMinds EAP offering - Village of McFarland (002)



HealthyMinds, LLC
6510 Grand Teton Plaza, Suite 402
Madison, WI 53562

10/18/2019

Cassandra Suettinger
Village Clerk/Treasurer
Village of McFarland

HealthyMinds Employee Assistance Program proposal

Dear Cassandra,

HealthyMinds is pleased to submit the following proposal for an Employee Assistance Program for the Village of McFarland for your review. We look forward to working with the village in implementing an Employee Assistance Program that fits your specific needs!

Why choose HealthyMinds EAP Services?	
What we offer	HealthyMinds offers employers tailored Employee Assistance Programs which include individual counseling sessions for employees and family members to address a broad range of stressors and maintain balance. Our Employee Assistance Programs also include services to the organization at times of crisis due to critical incidents and organizational change management. Finally, we also offer a full range of trainings and presentations on general and specific topics that enhance individual and workplace wellness and function.
Personalized Care	HealthyMinds staff of counselors base their success on our client's long-term good health. We believe in personalized care based on individual needs and one's own unique circumstances. Each counselor values continuing education to learn and practice cutting edge therapies that improve symptom management and recovery.
Service Experience	HealthyMinds assists many local/regional community organizations providing employee assistance programs specific to their unique needs. Also, we are currently the Officer Assistance Program provider for the village's police department.
Staff Experience	All of HealthyMinds' counseling staff have at least a master's degree in a behavioral health field, applicable state licensure, and counseling experience. Collectively, our counseling staff have over 115 years of combined experience in the behavioral health field.
24 Hour Accessibility	Your employees and their family members can reach us anytime by calling toll free (855) 458-4966.



HealthyMinds, LLC

Why choose HealthyMinds EAP Services?	
Continuity of Care	HealthyMinds is an in-network provider for most of the larger health plans offering coverage in southern Wisconsin. For example, we are a contracted provider for: • Quartz • Dean Health Plan • Group Health Cooperative of South Central Wisconsin • WEA Trust • The Alliance • UMR These relationships allow your staff, if they so choose, to continue care beyond their EAP services with our therapists.
Substance Abuse Expertise	HealthyMinds has Certified Substance Abuse Counselors who have specific knowledge, training and experience in the assessment and treatment of chemical abuse and dependency.

Our standard Employee Assistance Program includes the following features:

EAP Feature	Description	Fee per hour
Face-to-face/phone sessions	Up to 4 sessions of assessment, consultation and referral, per presenting problem, per individual, per year.	Included
Face-to-face/phone sessions (beyond initial 4 sessions)	Additional counseling sessions beyond initial 4 sessions (employee and family member)	\$90.00
Referral service standards	• Life-threatening emergencies will have appropriate care coordinated upon initial contact • Urgent appointments are scheduled within 24 hours • Routine appointments are scheduled within 2 business days	Included
Call center and more	24/7/365 support from master's-degreed counselors that provide immediate assessment using motivational interviewing techniques. All calls are answered in Madison, WI.	Included
Program access	• Dedicated toll-free number • 24-hour access to counselor	Included
Case management	Coordinated telephone intake, case management and follow-up by one licensed counselor ensures continuity in service delivery	Included
Qualified provider network	• Guaranteed provider availability • Open panel policy (no closed networks)	Included
EAP clinical provider credentialing standards	• Minimum of a master's degree • State licensure • EAP experience is preferred	Included
Legal Services	• Free telephone advice and consultation • Access to local, top rated attorneys • 25% discount off attorneys hourly and scheduled rates	Included



HealthyMinds, LLC

EAP Feature	Description	Fee per hour
Financial Services	Access to counselors with a broad range of experience in financial services, including licensed CPA's and experienced financial advisors. Consultation topics include, but are not limited to: • Bankruptcy counseling and education • College funding counseling • Medical debt assistance and counseling • Mortgages • Social Security benefits • Tax issues	Included
Management consultation services	• Unlimited management consultations • Mandatory/voluntary management referrals, with follow-up • Unlimited policy development consultations and regulation consultations (Drug Free Workplace, etc.)	Included
Utilization reports	Quarterly utilization reporting	Included
Coordination with health plans	The EAP counselor works with the employee and the medical plan administrator to obtain authorization for treatment resources. The counselor coordinates with covered providers to ensure proper experience and availability that best fits the individual's needs.	Included
Eligibility	Employees, their spouse and/or domestic partner, married or unmarried dependent children to age 26, and all other household members are eligible for services.	Included
Health/benefit fairs representation	EAP counselor available (minimum of 3 hours per event). <i>There is an additional \$50/hour travel for this onsite service.</i>	\$150.00
Employee orientation meetings	EAP counselor available (maximum of 3 hours per event). <i>There is an additional \$50/hour travel for this onsite service.</i>	Included
Supervisor orientation and training	EAP counselor available (minimum of 3 hours per event). <i>There is an additional \$50/hour travel for this onsite service.</i>	\$150.00
Wellness seminars	EAP counselor available (minimum of 1 hours per event). <i>There is an additional \$50/hour travel for this onsite service.</i>	\$150.00
Annual Wellness Checks	Includes offsite, confidential individual consultation "check -in" with staff on an annual basis. Guided by the mental health professional, wellness checks provide staff the opportunity to jointly assess work-life balance. Individual Life Management Skills are promoted to aid in the staff wellness and healthy adjustment to their career.	\$90.00



HealthyMinds, LLC

EAP Feature	Description	Fee per hour
Trauma Response Services	- Critical Incident Defusings – On/off scene response to staff immediately following a critical incident including but not limited to employee death, active shooter, natural disaster, etc. - Critical Incident Debriefings – Group debriefings held within 48-72 hours post incident - Grief Counseling - Confidential onsite group or individual counseling sessions <i>There is an additional \$50/hour travel for this onsite service</i>	\$150.00
Organizational Change Services	Confidential onsite group or individual counseling sessions. <i>There is an additional \$50/hour travel for this onsite service.</i>	\$125.00
Mediation services	- One-on-one workplace mediation services to address co-worker or supervisor/employee conflict - Assessment and intervention services for dysfunctional work groups - Training and consultation to address workplace conflict <i>There is an additional \$50/hour travel for this onsite service.</i>	\$175.00
Local travel	Local to Madison, WI office site.	Included
Non-local Travel	Greater than 20 miles from Madison, WI office site.	\$50.00
EAP Promotional Materials	Brochures, wallet cards, posters.	Included

Your pricing, based upon an estimated 106 employees, is per below:

Employee Assistance Program Offering	Employee population	Per employee per month	Per employee per year	Yearly cost
Standard	106	\$1.75	\$21.00	\$2,226.00
Standard <i>w/o Legal and Financial Services</i>	106	\$1.65	\$19.80	\$2,099.00

Once again, we are very pleased to submit this proposal for an Employee Assistance Program to the Village of McFarland and we look forward to hearing from you. Please let us know if you need any additional information!

Sincerely,

Robert Einer-Peterson

Robert Einer-Peterson
Vice President and Chief Operating Officer
rob.einer@healthymindsllc.com
608.669.2588



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion regarding changes to the Personnel Policy Manual and Compensation and Benefits Manual as it relates to policies governing the employment of Police Sergeants.

PREVIOUS ACTION:

ISSUE SUMMARY:

Enclosed is a summary regarding conceptual changes to manuals that cover employment policies for non-represented positions. They relate to our Police Sergeants who at one point or another transitioned from a contractual setting. Some policy issues that pertain to their employment similar to represented Police Officers have never been addressed. This discussion is meant to cover those issues in concept in the meeting and then if agreeable, bring back changes for final review at the next meeting.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Sergeant Policy Analysis 10312019 mgs

Background

- Work the same schedule as patrol officers (i.e. – 6 days on, 3 days off with rotations across all three shifts).
- Included in our minimum staffing model for police officer coverage.
- Act as direct supervisors to the patrol officers, detectives, and investigators.
- Non-represented and non-exempt which requires them to follow the Personnel Policy Manual and Compensation and Benefits Manual.
- Represented patrol officers follow their contract that is collectively bargained and tailored to their position as needed and agreed to within the bargaining process.
- The changes noted below are meant to call out areas where the transition is not as clear between Sergeants and Officers, and offer recommendations to address the issue.

Policies

Holidays

- *Personnel Policy Manual* – Chapter 16.03(3)(b) (Compensation)
 - Any hourly employee required to work on a holiday will be paid double time.
- *Compensation and Benefits Manual* – Chapter 7 (Holidays)
 - Defines eligibility, designates paid holidays, outlines pay, etc.
 - Employees scheduled to work on a holiday are paid time and one-half and allowed another day off to be used in the future.
- *WPPA Contract* – Article XIX (Holidays)
 - Establishes and lists the 10 holidays for the year (same as non-represented).
 - Follows the same time and one-half plus a day standard as the manual.
 - Officers who accumulate holiday hours but do not use them before year-end are paid out these hours.
- *Variance between Manual(s) and Contract*
 - Represented Officers are paid out accumulated holiday hours not used at year-end.
 - Manuals are silent on what to do with accumulated holiday hours not used at year-end.
- *Recommendation*
 - Develop language within the Compensation and Benefits Manual that provides for unused holiday hours to be paid out at year end.

Call Back Time

- *Personnel Policy Manual* – None.
- *Compensation and Benefits Manual* – None.
- *WPPA Contract*
 - If employee is called back to work outside his/her normal hours of work, they shall be paid a minimum of two (2) hours at time and one-half.
 - Can also use towards compensatory time if mutually agreeable.
- *Variance between Manual(s) and Contract*
 - Addressed for Officers in the contract when they get called back to work outside of their shift or are held over from their shift.
 - Manuals are silent on the issue as to the establishment of minimum standards for this issue.
- *Recommendation*
 - Develop language within Section 16.03 on Overtime of the Personnel Policy Manual that provides for minimum call in time for those employees called in or back to work outside of their regular shift.

Court Time

- *Personnel Policy Manual* – None.
- *Compensation and Benefits Manual* – None.
- *WPPA Contract*
 - Employees required to report to Circuit Court outside their regularly scheduled hours shall be paid overtime or compensatory time for a minimum of 3 hours.
 - A minimum of 3 hours shall be paid if court is cancelled less than 24 hours before the scheduled court time.
 - Same standards above apply to Municipal Court but at a minimum of 2 hours.
- *Variance between Manual(s) and Contract*
 - Addressed for Officers in the contract when they get called into court outside of their shift.
 - Manuals are silent on the issue as to the establishment of minimum standards for this issue.
- *Recommendation*
 - Within the changes for the above item on minimum call in time, develop language that addresses minimum times for when Sergeants are required to attend court outside of their normal shifts.

Night Shift Differential

- *Personnel Policy Manual* – None.
- *Compensation and Benefits Manual* – None.
- *WPPA Contract*
 - All officers shall be paid an additional \$0.50 per hour worked from 2 pm to 6 am.
- *Variance between Manual(s) and Contract:*
 - By Contract, Officers receive a small incentive for working between 2 pm to 6 am.
 - There is no defined incentive for this work schedule within our Manuals.
- *Recommendation*
 - Develop policy language within the Compensation and Benefits Manual that would provide a night shift differential payment those individuals scheduled to work later shifts.

Vacations

- *Personnel Policy Manual* – Chapter 18 (Vacation Policy for Non-Represented Positions)
 - Vacations are scheduled upon mutual agreement between the Employer and Employee.
 - Vacations in excess of 2 weeks require a 2 week advance notice.
 - Department Head vacation schedule can be adjusted in time of emergency.
- *Compensation and Benefits Manual* – Chapter 9 (Vacation Policy for Non-Represented Positions other than Department Heads)
 - Vacation week is set at 5 days.
 - Schedule established to earn additional vacation time based on years of service.
- *WPPA Contract* – Article III (Vacations)
 - No vacation time is allotted within the first year of their employment.
 - Second year they begin to accumulate 1 working day per month.
 - Third year they receive at the outset 12 days for the year, and then grow in years based on length of service.
 - Scheduling is accounted for within the contract under a 2 round system.
- *Variance between Manual(s) and Contract*
 - Vacation week in the Contract follows a 6-day workweek schedule and the Manual follows a 5-day work week schedule.
 - Represented officers are allotted 12-day increments at the various time intervals where non-represented employees are allotted 10-day increments.
- *Recommendation*
 - Develop language within the Compensation and Benefits Manual within Vacation allowances that defines the vacation allotment for those individuals who work a 6-3 schedule.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and presentation regarding a market analysis of the Village wage grid.

PREVIOUS ACTION:

The market study was recommended for approval on February 4, 2019 and subsequently approved by the Village Board on February 11, 2019.

ISSUE SUMMARY:

Earlier this year we began a process to update our market analysis that was originally used within the 2015 Compensation and Classification Study. This date was used to classify positions within the applicable ranges contained with the wage grid. The update was seen as a way to compare where positions currently fall within the existing wage grid defined through that study with what comparable positions are actually being paid in 2019. This process took a lot longer than was expected. It was initially started by a Consultant who was able to gather about half of the data. Village Staff including the Administrator, Clerk/Treasurer, and several Department Heads assisted to complete was is in the packet. We did not include every position due to a limitation of resources and wanted to focus on a majority of the positions that are filled and/or have not been studied in a while.

The analysis presents the entire wage grid for all positions showing the minimum, market rate, and maximum rate for each grade. The survey data attempts to provide a comparable range of the same three data points to demonstrate where each position falls within the market. A ratio is generated by dividing the wage grid numbers by the market study to see how close each is with an average of all three at the end to provide some perspective on generally where are we at by position.

What this suggests, of all the positions suggested most are within 95% or higher of what the market suggests their positions are paid within our comparable communities. This is good, it demonstrates that across the board increases have been keeping pace with existing pay ranges for most positions. The flip side of this suggests there are several positions below the 95% threshold meaning the ranges for the grade they are in are further below what the market would suggest these positions should be paid. It is likely adjustments should be considered for these



positions but first we will need to consider at what thresholds the adjustments could be made. In the meeting we will discuss the enclosed table and talk about its affect within the organization.

FINANCIAL/BUDGET IMPACT:

The results are presented for discussion and what, if any, adjustments we need to make to our positions within the wage grid. Positions can be moved within the wage grid between grads without making changes to the base wage. Simply moving positions to higher grades would not immediately have a financial impact but over time allow the position to grow into a higher range. Wage adjustments can continue then according to budget parameters, performance appraisals, etc. as we are now accustomed too.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.

ATTACHMENTS:

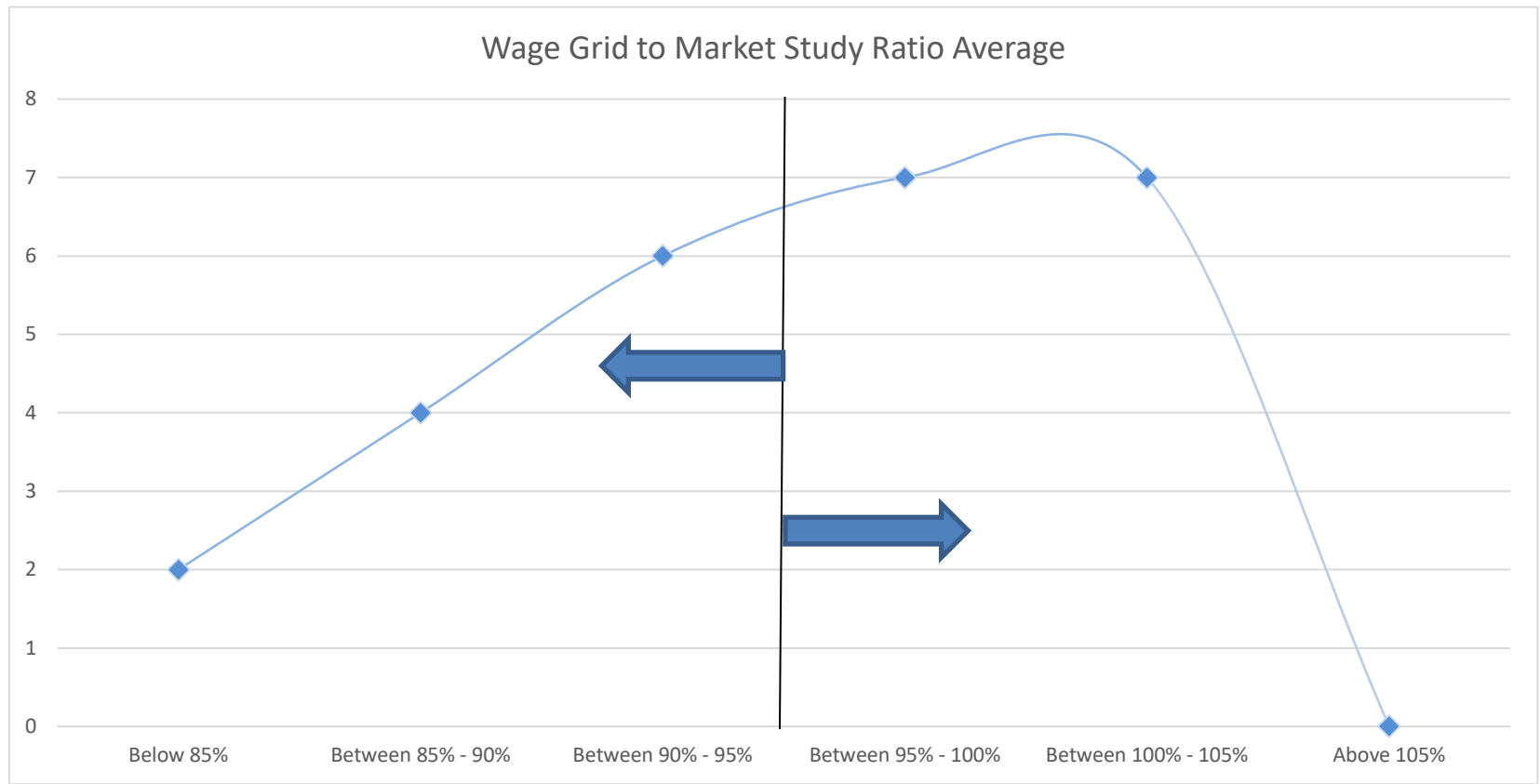
1. 2019 Wage Survey and Market Analysis 11012019 mgs

2019 Wage Survey and Market Analysis

Position	Department	Grade	Reports	% Reporting	Wage Grid 1/1/2019			Market Study 11/1/2019			Ratio Wage Grid over Market Study			
					Min	Market	Max	Min	Market	Max	Min	Market	Max	Avg
Shelver	Library	0.5			7.78	8.94	10.10							
Nutrition Site Coordinator	Senior Outreach	1			11.64	13.38	15.12							
Shelver II	Library	1			11.64	13.38	15.12							
Nutrition Site Manager	Senior Outreach	2	6	43%	12.34	14.18	16.02	14.21	19.00	24.35	86.8%	74.6%	65.8%	75.8%
Youth Services Assistant	Library	2			12.34	14.18	16.02							
Public Works LTE	Public Works	2			12.34	14.18	16.02							
		3			13.08	15.03	16.98							
Code Inspector	Comm Devel	4			13.86	15.93	18.00							
Crossing Guard	Police	4			13.86	15.93	18.00							
Parks LTE	Public Works	4			13.86	15.93	18.00							
Police Clerk I	Police	5			14.69	16.89	19.08							
Utility Clerk I	Public Works	5			14.69	16.89	19.08							
Clerk I	Administration	5			14.69	16.89	19.08							
AV Technician	Comm Tech	5			14.69	16.89	19.08							
Library Assistant I	Library	5	10	71%	14.69	16.89	19.08	12.64	16.02	22.86	116.2%	105.4%	83.5%	101.7%
Production Assistant	Comm Tech	6			15.57	17.90	20.23							
Technology Services Assistant	Comm Tech	6			15.57	17.90	20.23							
Clerk II	Comm Devel	6			15.57	17.90	20.23							
Clerk II	Administration	7			16.51	18.97	21.44							
Library Assistant II	Library	7	9	64%	16.51	18.97	21.44	16.09	20.63	28.02	102.6%	92.0%	76.5%	90.4%
Communications Specialist	Comm Tech	8			17.50	20.11	22.73							
Technology Specialist	Comm Tech	8			17.50	20.11	22.73							
Parks/PW Maint. Worker	Public Works	8			17.50	20.11	22.73							
Tech Services Assistant	Library	8			17.50	20.11	22.73							
Judicial Asst/Court Clerk III	Municipal Court	9	8	57%	18.55	21.32	24.09	17.84	21.72	25.45	104.0%	98.2%	94.7%	98.9%
Clerk III	Public Works	9			18.55	21.32	24.09							
Clerk III	Administration	9			18.55	21.32	24.09							
Clerk III	Comm Devel	9	8	57%	18.55	21.32	24.09	17.00	21.20	31.34	109.1%	100.5%	76.9%	95.5%
Case Manager	Senior Outreach	9	5	36%	18.55	21.32	24.09	17.55	21.14	26.35	105.7%	100.9%	91.4%	99.3%
Conf. Administrative Assistant	Fire and Rescue	9	12	86%	18.55	21.32	24.09	17.62	23.06	33.88	105.3%	92.5%	71.1%	89.6%
Public Works Crewperson	Public Works	10	14	100%	20.05	23.05	26.05	20.50	24.78	28.97	97.8%	93.0%	89.9%	93.6%
Conf. Administrative Assistant	Police	10		0%	20.05	23.05	26.05							
Deputy Clerk	Administration	10	12	86%	20.05	23.05	26.05	19.46	22.51	26.36	103.0%	102.4%	98.8%	101.4%
Parks Crewperson	Public Works	10	8	57%	20.05	23.05	26.05	20.71	24.35	28.98	96.8%	94.7%	89.9%	93.8%
Mechanic	Public Works	11	10	71%	20.84	23.96	27.07	24.00	27.48	31.46	86.8%	87.2%	86.0%	86.7%
Adult Services Librarian	Library	11	12	86%	20.84	23.96	27.07	16.42	24.17	30.60	127.0%	99.1%	88.5%	104.8%
Youth Services Librarian	Library	11	7	50%	20.84	23.96	27.07	19.23	24.97	31.77	108.4%	96.0%	85.2%	96.5%
PW Lead Maint. Worker	Public Works	12			22.09	25.39	28.69							
Comm and Tech Director	Comm and Tech	12			22.09	25.39	28.69							
		13			23.42	26.92	30.42							
Fire Inspector/Public Ed Spec.	Fire and Rescue	14			24.82	28.53	32.24							
Assistant Director	Library	14	7	50%	24.82	28.53	32.24	21.62	27.29	33.83	114.8%	104.5%	95.3%	104.9%
Parks Superintendent	Public Works	14			24.82	28.53	32.24							
Building Inspector	Comm Devel	15	4	29%	26.31	30.24	34.17	30.92	35.50	38.23	85.1%	85.2%	89.4%	86.6%
Senior Outreach Director	Senior Outreach	15	8	57%	26.31	30.24	34.17	28.85	35.64	40.88	91.2%	84.8%	83.6%	86.5%
Assistant to PW Director	Public Works	15			26.31	30.24	34.17							

2019 Wage Survey and Market Analysis

Position	Department	Grade	Reports	% Reporting	Wage Grid 1/1/2019			Market Study 11/1/2019			Ratio Wage Grid over Market Study			
					Min	Market	Max	Min	Market	Max	Min	Market	Max	Avg
Deputy Treasurer/Accountant	Administration	16			27.89	32.06	36.22							
Administrative Captain	Fire and Rescue	17			29.56	33.98	38.40							
Streets/Utilities Superintendent	Public Works	17	9	64%	29.56	33.98	38.40	32.45	35.29	38.61	91.1%	96.3%	99.5%	95.6%
Budget Manager/Accountant	Administration	18			31.34	36.02	40.70							
Sergeant	Police	18	11	79%	31.34	36.02	40.70	33.34	39.07	44.90	94.0%	92.2%	90.6%	92.3%
Lieutenant	Police	19	13	93%	33.22	38.18	43.14	33.51	42.47	49.42	99.1%	89.9%	87.3%	92.1%
Assistant Director	Public Works	19			33.22	38.18	43.14							
Library Director	Library	19	13	93%	33.22	38.18	43.14	32.22	37.71	43.06	103.1%	101.2%	100.2%	101.5%
Clerk/Treasurer	Administration	19	8	57%	33.22	38.18	43.14	29.33	38.17	43.06	113.3%	100.0%	100.2%	104.5%
Comm and Econ Develop Director	Comm Devel	20	11	79%	35.21	40.47	45.73	27.88	41.54	54.31	126.3%	97.4%	84.2%	102.6%
Finance Director	Administration	21			37.32	42.90	48.48							
Fire and Rescue Chief	Fire and Rescue	22	9	64%	39.56	45.47	51.39	40.29	45.57	51.50	98.2%	99.8%	99.8%	99.3%
Police Chief	Police	22	13	93%	39.56	45.47	51.39	41.26	51.30	58.60	95.9%	88.6%	87.7%	90.7%
Public Works Director	Public Works	22	12	86%	39.56	45.47	51.39	39.32	47.00	58.03	100.6%	96.7%	88.6%	95.3%
Village Administrator	Administration	23	13	93%	41.94	48.20	54.47	47.19	58.44	70.16	88.9%	82.5%	77.6%	83.0%
		24			44.45	51.09	57.74							
		25			47.12	54.16	61.20							



Below 85%	2
Between 85% - 90%	4
Between 90% - 95%	6
Between 95% - 100%	7
Between 100% - 105%	7
Above 105%	0



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding contracted Building Inspection Services.

PREVIOUS ACTION:

The Committee generally discussed this concept at its meeting on June 3, 2019.

ISSUE SUMMARY:

Since February of this year the Village has contracted out for building inspection services with General Engineering. This contract was initially for 6 months expiring in July but was extended this Summer through January of 2020. The reason for contracting out initially was due to a failed recruitment to find a replacement for our employed inspector that retired in January of 2019. We were not able to identify a candidate that was able to meet the requirements for the position. The contracted method thus far has worked very well in the first year and been very responsive to the needs we have in the Department. The Director has also since retired and their replacement is evaluating how best to use them going forward as a means to manage the costs for the service against our needs. The previous market analysis showed another revealing fact about this position and its evolution, roughly half of the communities contacted for that survey are already contracting out for this service. Furthermore, for those that have an employee they are paying generally in a range that is approximately two grades higher than what we presently offer. As a result of this information and our experience to date to fill the position, Staff is recommending the position be contracted out over a longer duration and a new agreement authorized to formalize this relationship.

FINANCIAL/BUDGET IMPACT:

We currently expend on average \$9,000 a month on contracted building inspection services which would amount to a total estimated cost of \$108,000. The 2020 Budget was presented with a proposed funding of a two grade adjustment for the inspector position which with all benefits included would amount to a cost of \$102,500. The contracted method still demonstrates a higher cost based on this analysis but only at a variance of around 5% that could be further reduced through scheduling and/or contract negotiations.

VILLAGE PLAN REFERENCE:



None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Village Staff recommends the Personnel Committee recommend approval to the Village Board to make the position of Building Inspector contracted and authorize the Village Administrator to negotiate a new agreement for this service over a longer term.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 4, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Update regarding current and ongoing recruitments.

PREVIOUS ACTION:

ISSUE SUMMARY:

Several recruitments have been completed since the last personnel committee meeting. They are as follows:

Library

Adult Services Librarian - The Library welcomed aboard Ann Engler as the new adult services librarian. Ann graduated with her MLS from UW-Madison.

Teen Services Librarian - The library welcomed Abby Seymour as their new teen librarian. Ms. Seymour came from the Eau Claire where she pulled double duty as teen librarian for two libraries.

The filling of these positions along with a shelver takes the library to full staffing.

Public Works

Streets/Utilities Superintendent - The Village has identified a final candidate who is finishing up the background check process. If successful, the Village will put together and offer to complete the process shortly.

Public Works Crewperson - Lindsey Krey will start with the Village on November 4th. Lindsey Krey comes to the Village after working with the City of Madison Streets Department.

Fire/EMS -

Administrative Captain - In September the Village brought on board Captain James Reiter to the newly created position of Administrative Captain. Captain Reiter has been part of the McFarland Fire & Rescue department for over twenty years.

Full Time EMT - The Department is in process of putting together a recruitment for two new



EMT positions submitted as part of the 2020 Village Board budget.

Police Department

Clerk III - The Police Department continues to evaluate candidates within this recruitment.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None