

Human Resources & Information Technology Committee
Wed, Mar 08, 2023 6:30PM • 13:00

Alderson Denise Fenton (District 6) 00:03

Good evening. I'd like to call to order this meeting of the human resources and information technology committee for Wednesday, March 8, 2023, at 6:30pm. Roll Call of membership. All members are present with the exception of alder Alfheim and Alder Thao who are excused.

Alderson Denise Fenton (District 6) 00:24

Our first item, number 23-0224 Approval of the minutes from the previous meeting.

Alderson Sheri Hartzheim (District 13) 00:32

Move for approval.

Alderson Chris Croatt (District 14) 00:33

Second.

Alderson Denise Fenton (District 6) 00:34

Are there any questions changes? Hearing none, we'll go ahead and vote. All those in favor, please signify by saying aye. Aye. Meeting Minutes from the previous meeting are approved.

Alderson Denise Fenton (District 6) 00:47

We have no public hearings or appearances. So, we will move to our action items. We have one action item number 23-0218 request for over hire of residential building inspector position.

Alderson Chris Croatt (District 14) 01:02

Move to approve.

Alderson Sheri Hartzheim (District 13) 01:02

Second.

Alderson Denise Fenton (District 6) 01:03

We have a motion and a second. Director Ratchman? Or—okay, Inspector Craanen and you'll be talking to us about that.

Supervisor Kurt Craanen (Inspections) 01:11

Yes.

Alderson Denise Fenton (District 6) 01:11

Okay.

Supervisor Kurt Craanen (Inspections) 01:13

Thank you for considering this. There are two main reasons why we'd like to have this over hire. We're only thinking a week, maybe less than that. Maybe even just a few days. We have a candidate that we are bringing in that's from out of state. Right.

Supervisor Kurt Craanen (Inspections) 01:26

So, the two reasons that I think are important here are customer service and training of someone that coming from out of state. Number one, a residential building inspector works very closely with all the local home builders for issuing permits and doing inspections for new homes. So, they understand his system, what he, you know, his expectations are every day, and they kind of have very good working relationship. And we don't want a situation where all of sudden a new person shows up that never met the old guy, is the new guy, he has a whole different way of maybe looking at things. And having them kind of work together for a little bit, say, "Okay, this is how I do things. This is what I've told the guys." What be ready when I get here, so we're not wasting time on small things. That's number one. Did you have a question?

Aldersperson Chris Croatt (District 14) 02:11

Uh, go ahead.

Supervisor Kurt Craanen (Inspections) 02:12

The second reason is, the person is highly qualified that we would like to bring in. He has multiple certifications, including certification in international residential code. Now, that means something to me. The International Residential Code is adopted by every state in the country, except Wisconsin. We have the Uniform Dwelling Code. So, you have these two different codes that are very similar, but there's subtle differences. And for me, or one of the other guys that works in commercial to try to explain all those subtle differences will take a while and it's just way more inefficient. But two guys that know residential inspections and codes, they could go through these very easily. Say, okay, head or head—how we calculate header size, this is UDC; this is IRC. Okay. They figured out so it's not learned the hard way. And then also like ventilation standards in Wisconsin a little different than in IRC. Those are just some examples. But that would be really, really nice to get them to work together. Like I said, just a few days.

Aldersperson Denise Fenton (District 6) 03:15

Alder Croatt, did you have a question?

Aldersperson Chris Croatt (District 14) 03:16

Just yeah, thank you. I think I know the answer, because the retirement date is on here, but is a week enough? I mean...?

Aldersperson Sheri Hartzheim (District 13) 03:23

Yeah, that question.

Aldersperson Denise Fenton (District 6) 03:24

I believe we all have that question.

Supervisor Kurt Craanen (Inspections) 03:25

I have been dealing with the new hire, and he's gonna have to—we think this is important. Okay. So, he has to move from North Carolina. So, his plan is to fly up, stay here for a while without his wife, and without moving and have to worry about the stress of moving and be able to spend some time with the current employee while he's still here. We all knew this day was coming, the 24th. So, he would come that week, that last week that he's here. Then he would just go back and then and then hopefully come back and start work sometime in April, late April, where he can make the move. So I don't see that being realistic—we only have a window of time, a short window of time, before our full time guy retires. So there's not a lot of opportunity for him to come up from North Carolina.

Aldersonperson Chris Croatt (District 14) 04:17

That's yeah, that's why I said I think I know the answer. But yeah, I think we see the value in this overlap as well. But I also see value in maybe longer than a week.

Supervisor Kurt Craanen (Inspections) 04:27

I appreciate that, but I don't think it'd be possible.

Aldersonperson Sheri Hartzheim (District 13) 04:31

Yeah, I would be satisfied with saying "Whatever it takes." But if a week is all we've got, then a week is all we've got.

Aldersonperson Chris Croatt (District 14) 04:39

I don't want to give them [that much?] latitude.

Aldersonperson Sheri Hartzheim (District 13) 04:41

Well, I'm not saying six months. I mean, whatever it takes.

Aldersonperson Denise Fenton (District 6) 04:45

So bottom line, are you comfortable that the rest of the team—once the person who's retiring leaves that the rest of the team will be able to—I mean, clearly this is a very experienced person, but you know, the terminology, some of the codes are different, but you have enough backup once?

Supervisor Kurt Craanen (Inspections) 05:03

Yup.

Aldersonperson Denise Fenton (District 6) 05:04

Okay, if you're comfortable, then we're comfortable.

Supervisor Kurt Craanen (Inspections) 05:08

Appreciate it.

Aldersonperson Sheri Hartzheim (District 13) 05:10

Director Ratchman, do you have a estimation of what this is—what the cost of this is? I understand that it's it can be covered with vacant salary dollars. But any estimate?

Director Jay Ratchman (HR) 05:19

Yeah. So, factoring in that we would get that person for a whole week. It might be a little bit less, but at their hourly wage and then you factor in benefits—we always factor in like family coverage. That week would be about \$1,919 for all benefits and salary.

Aldersonperson Sheri Hartzheim (District 13) 05:37

Thank you.

Aldersonperson Denise Fenton (District 6) 05:38

Okay. Any other questions, comments? Hearing none, let's go ahead and vote. All those in favor, please signify by saying aye. Aye. That passes three, zero. Good luck.

Supervisor Kurt Craanen (Inspections) 05:51

Thank you. I'm gonna text them now so he can book his flight.

Aldersperson Denise Fenton (District 6) 05:56

So, we'll move to our information items now. First up 23-0233 Tyler ERP moved to SAS February 10 2023. Applause. Director Popp, do you have anything to add to that?

Director Corey Popp (IT) 06:11

Sure. I'll just make a verbal note on top of the memo here. It's pretty, pretty short memo explains everything. It was—it was a really good conversion; it was very quiet. So, I just felt the to at least mention it was done so that somebody noticed. It's a very good thing, very positive thing in the city. I mean, there were really no external issues or issues visible to the public or even much to the staff.

Director Corey Popp (IT) 06:39

That payroll was that following Monday. And the—Yeah, we were all nervous. That was the biggest point we were nervous about. And the only thing that happened is we had to manually download the file from the timekeeping system and manually upload it into the payroll system. We put three different parties on board, we had IT, Finance, and the vendor all on a call just to make sure that went smoothly. And it did. Everything was just fine with that.

Director Corey Popp (IT) 07:06

And since then, we've had another payroll and everything came over from timekeeping automatically. So, we're already found a groove on the system. So, I just wanted to mention it. It's a very big deal. And we are in the cloud on our ERP system, and everything that will be coming up on the ERP, including utility billing this year will come up live in the software as a service environment.

Aldersperson Denise Fenton (District 6) 07:30

As someone—yeah, someone who's been there on conversions, bravo to you, and please pass our congratulations, and thanks onto your team.

Director Corey Popp (IT) 07:39

I will do that. Thank you.

Aldersperson Denise Fenton (District 6) 07:40

Okay. And the last information item is the recruitment status report through March 2. Any questions? Director Ratchman, you have anything to point out or?

Director Jay Ratchman (HR) 07:56

Sure, I would just outline one position, our HVAC technician position. At the last meeting, we had talked about a new incentive program, employees who referred someone went out and helped recruit would get a \$2,500 bonus. And then there's a \$2,500 sign on bonus. We have a candidate that we're very excited about. And so one of our employees went out and went into their network, and was able to draw someone in. We've worked through the benefit salary with that individual and we're finalizing background. But I think you know, from my reaction in the past, until they join, and we seal the deal we're excited. But we'll be more excited once we have that start date established. But so far, that program has worked.

Alderson Denise Fenton (District 6) 08:40

And I heard some news about some internal promotions today. So really happy to hear those. So, I mean, I came in and I said, wait, wait, why have we got a planner position open? And then I got the background on that, and then the Deputy Director of Public Works. So good, good. I love to see those internal promotions.

Director Jay Ratchman (HR) 09:07

If you'd like I can comment on that.

Alderson Denise Fenton (District 6) 09:09

Yeah. Would you like to?

Director Jay Ratchman (HR) 09:10

Absolutely. So the Deputy Director, city engineer position we, we had good candidates internally and external, an external candidate. Peter Neuberger is one of our engineers who is going to be promoted—is being promoted to that position. And then in regards to the other deputy director position. Let me pull up my form here. So, it's the deputy director of community development, community and economic development. David Kress, who is one of our planners is being promoted. So actually, his start date was 2/27. So really exciting. Yeah.

Alderson Denise Fenton (District 6) 09:46

Yeah. Great news. I heard it at the city plan commission meeting today. So, I was really happy to hear. Are there any other comments, questions, concerns?

Alderson Chris Croatt (District 14) 10:01

If I could.

Alderson Denise Fenton (District 6) 10:02

Alderson Croatt.

Alderson Chris Croatt (District 14) 10:02

Thanks. The bus driver openings at Valley Transit, anything you can share with us in regards to that? There's still six according to this.

Director Jay Ratchman (HR) 10:10

So, there's currently six. We do have a medical that's pending on one that if everything goes as planned, that would be down to five. It continues to be an open hiring process. We really process applications as they come in. And when I say when they come in, it's actually more than weekly, probably two or three times a week that we process those applications. So that really is the update, we have that bonus program out there as well for someone who is CDL with the passenger endorsement, and it just—it continues to be a struggle for that position to fill it and to keep people on that schedule. Once again, the saving grace is that we have that part time pool. And so they're able to fill in for the shifts where we fall short.

Alderson Chris Croatt (District 14) 11:01

Thanks.

Alderson Denise Fenton (District 6) 11:02

I just have had one question. You know, I know we've all seen the retirements in Fire, but then I see we've got six new people. So, I'm assuming that promotions are going to handle the retirees—internal promotions for the retirees and then we have six new people coming on board.

Alderson Sheri Hartzheim (District 13) 11:22

And Chief Hansen at the previous meeting stated that fire was at full staff but now he said two new—one retirement and one resignation just recently. Someone moved to Dall—or is moving to Dallas and another is retiring. A fourth generation is retiring.

Director Jay Ratchman (HR) 11:22

So, the, I know it says four plus eligibility list, but it's actually six that we're hiring. We've had three operations battalion chiefs that have retired or will within the next week. And so, overall, we have five new battalion chiefs at fire—three on the operation side, two on the specialty side. And then that kind of sprung like the captain promotion process and Lieutenant promotion process. All those swearing in ceremonies took place last Friday. All those positions were filled. So, we will have six new employees joining us on the 22nd of May. That will put fire back at full staffing.

Director Jay Ratchman (HR) 12:22

I heard about the fourth-generation employee. I did not realize they actually gave their notice yet. And then I'm aware of like the retirement. There's actually rumors of other retirements as well always. There's always rumors of retirements.

Alderson Sheri Hartzheim (District 13) 12:36

Well, Chief Hansen seemed confident that the new group was gonna kind of backfill pretty well but he was like, "well, still a little bit of movement."

Alderson Denise Fenton (District 6) 12:48

Any other questions, comments? We will move to item seven.

Alderson Sheri Hartzheim (District 13) 12:52

Move to adjourn.

Alderson Chris Croatt (District 14) 12:52

Second.

Alderson Denise Fenton (District 6) 12:53

All those in favor?

Alderson Sheri Hartzheim (District 13) 12:55

Aye.

Alderson Denise Fenton (District 6) 12:56

We are adjourned. Thank you all.