

Human Resources and Information Technology Committee
Wed, May 24, 2023, 4:30PM • 16:26

Aldersperson Sheri Hartzheim (District 13) 00:04

Good evening. I'd like to call to order tonight's meeting of the human resources and information technology committee for Wednesday, May 24. Let's rise for the Pledge of Allegiance.

All 00:16

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Aldersperson Sheri Hartzheim (District 13) 00:31

Thank you. Roll call of membership. Let the record show that Aldersperson Fenton and Aldersperson Croatt are excused, absent and excused. And the remainder of the committee are here.

Aldersperson Alex Schultz (District 9) 00:43

Alex Schultz district nine.

Aldersperson Sheri Hartzheim (District 13) 00:45

Sheri Hartzheim, district 13.

Aldersperson Patrick Hayden (District 7) 00:48

Patrick Hayden, district seven.

Aldersperson Sheri Hartzheim (District 13) 00:51

And we'll move on to mitem—item number four. I would entertain a motion for the approval of the minutes from the previous meeting.

Aldersperson Alex Schultz (District 9) 00:57

So moved.

Aldersperson Patrick Hayden (District 7) 00:59

Second.

Aldersperson Sheri Hartzheim (District 13) 00:59

The motion and a second. Are there any changes corrections discussion? There being none, we can vote. All in favor? Aye. Oppose, none, and abstained, none.

Aldersperson Sheri Hartzheim (District 13) 01:12

There are no public hearings or appearances. So, we'll move to our action items. The one action item on our agenda is number 23-0569 request to approve changes to address wage compression for police lieutenants and captains using their hourly base rate versus top senior sergeant rate and to add compensation for transports, time in court, and criminal guard duty. Do I have a motion?

Aldersperson Alex Schultz (District 9) 01:40

Motion to approve.

Alderson Patrick Hayden (District 7) 01:41

Second.

Alderson Sheri Hartzheim (District 13) 01:42

Motion and a second. Director Ratchman, if you would, please.

Director Jay Ratchman (HR) 01:45

Sure. So, if you refer to page five of the salary admin policy, really the changes we're looking at are in red text. The changes on paper don't look like they're overly significant, however, there is a financial impact if we do make those changes, which is why we're bringing it forward as an action item.

Director Jay Ratchman (HR) 02:04

Chief Olson and I sat down with our police lieutenants, the group, as well as our captains, to hear some concerns or just to hear out things that they thought we should change for this policy. One of the things that I want to outline is our captains and lieutenants, are supervisors, and they are exempt, which means they're paid an annual salary. That salary does not change when they add additional hours on to their normal job. What we're talking about here is when they sign up, or they're put on additional responsibilities that go outside the job of a lieutenant or outside the job as a captain. It serves as an incentive for them to sign up for these additional responsibilities, and a lot of the employees that they're supervising, get compensation for doing these things. So, we—that incentive is really important.

Director Jay Ratchman (HR) 02:54

One of the things that the lieutenants and captains expressed concern is, today, the policy provides time and a half at the Senior Sergeant rate, which is really employees that they're supervising. It's at their rate of pay. And the concern that was expressed is even though these are additional responsibilities, they can't always take that supervisor hat off when they're doing these additional assignments.

Director Jay Ratchman (HR) 03:18

The other thing that they express, there's other things that our officers are being compensated for that are outside normal responsibilities, and that's why we're looking to expand the language like prisoner guard duty, etc.

Director Jay Ratchman (HR) 03:32

The financial impact. If I look at the numbers—this came actually from our fiscal resources manager at our police department. We did like a 12 month look back and said if these changes were in place 12 months ago, what would have the impact had been to the police department? We're talking about just over \$9,200. Of that \$9,200 over \$5,600 would come from reimbursed expenses from like grants from outside resources. So, the impact to the police department's budget is just over \$3,600.

Director Jay Ratchman (HR) 04:05

All the discussions that we've had with police, with our police chief as well as our police lieutenants and captains is that any financial impact would have to come from existing budget. So, there's no asked for additional funding. It would come from existing salaries and overtime budget. It's—so \$3,600, it's—would be the impact to the police department's budget. But I will tell you,

Alderson Sheri Hartzheim (District 13) 04:30

Annual figure director...

Director Jay Ratchman (HR) 04:31

I'm sorry.

Aldersperson Sheri Hartzheim (District 13) 04:31

That's an annual figure?

Director Jay Ratchman (HR) 04:32

That's an annual figure. But I will tell you the impact I think goes way beyond that because this is something that we've actually been working on since December. It is something that, even though there's not a large dollar amount tied to it, it's something that's been on their mind. So, I think from like an employee relations standpoint, this is going to go a long way.

Director Jay Ratchman (HR) 04:54

We also want to make sure there's enough incentives in place for someone to want to be a supervisor. Because stepping out—as an officer stepping out of the union contract and now being a non-represented employee, that's a big step for a lot of employees. So.

Aldersperson Sheri Hartzheim (District 13) 05:09

Thank you. Police Chief Olson, did you have anything to add? You are on five? There we go.

Police Chief Polly Olson 05:20

Thank you. Quite honestly, Director Ratchman I think sums—summarized everything quite well. I don't really have anything additional to add, other than right now in the police department, as he sort of alluded to, the perception of the compression issues that that exist are definitely hindering, as he mentioned, interest for qualified, highly qualified, I guess you could say, officers to take the next step into a supervision role. And this is just one step towards incentivizing them to take on that additional role, knowing that even though, again, their earning potential is minimal, in terms of, you know, seeing, you know, significant dollars, but from a morale boost standpoint, I think it really goes a long ways to helping that situation.

Aldersperson Sheri Hartzheim (District 13) 06:17

And if it's something that sticks in the craw of existing lieutenants and captains, then this is an easy solution to that problem.

Police Chief Polly Olson 06:25

Yeah, we thought so.

Aldersperson Sheri Hartzheim (District 13) 06:27

Excellent. Any questions from...? Aldersperson Schultz?

Aldersperson Alex Schultz (District 9) 06:31

Yeah, just—I just want to be clear. It's \$3,600 per employee per year. Is that what we're talking?

Director Jay Ratchman (HR) 06:36

No. \$3,600 total.

Aldersperson Alex Schultz (District 9) 06:38

\$3,600 total.

Director Jay Ratchman (HR) 06:40

Total.

Alderson Alex Schultz (District 9) 06:41

Oh, that seems like...

Alderson Sheri Hartzheim (District 13) 06:42

Why are we questioning?

Alderson Alex Schultz (District 9) 06:43

...why are we talking?

Police Chief Polly Olson 06:44

Yeah. I mean, quite frankly, there's not a lot of court time and or transport time because transports go to the officers first. And if the officers all declined that opportunity, then it goes to a supervisor. And then as far as the court time is concerned, again, their court time is usually consumed by, you know, when they're responding as a supervisor on major cases and then being subpoenaed into court. It's not like they're out there doing a lot of activity that would generate those subpoenas for court. But they are a huge inconvenience when they're outside their regular scheduled shift that officers get compensated time and a half and court call time for that they don't get any compensation presently for. So this remedies that.

Alderson Sheri Hartzheim (District 13) 07:26

Excellent.

Alderson Alex Schultz (District 9) 07:27

Well, just to follow up, I mean, with such an insignificant increase to cover these costs, what—I guess help me understand how that additional is going to create more incentive? It doesn't feel like a large—and I'm thinking much larger numbers to create some more incentive. Is it just the way it's going to be restructured that there's this sense that there's more value to what they're doing? Is that more of what was happening here than an actual dollar figure? Because it feels like \$3,600 for the entire department is not going to change much from a recruitment standpoint or getting people to chase those higher positions.

Police Chief Polly Olson 08:03

Yeah, I don't know that it's going to change it a lot. However, I think it corrects an inequity that I think is perceived right now. But whether or not is going to be incentive—incentivizing for those to take that step, that remains to be seen. But for those that are doing it currently, that again, if you work nights, and you subpoena—get a subpoena to show up during the day, and you're not getting any compensation for that other than, "hey, if you get a chance to, if we're not too busy, you can leave an hour early to make up for that that time." This helps with that situation.

Alderson Sheri Hartzheim (District 13) 08:37

And correct me if I'm wrong, Director Ratchman, you said that it's more than the \$3,600. But the balance of that will be paid for through inter—inter jurisdictional grants and that sort of thing?

Director Jay Ratchman (HR) 08:51

So the—what I have is, it's just over \$9,200 overall financial impact, of which \$5600 or just over will come from reimbursed activities, which I understand to be grants or other funds from the outside.

Alderson Sheri Hartzheim (District 13) 09:06

Excellent. Thank you.

Alderson Patrick Hayden (District 7) 09:07

And—oh, sorry, go ahead, Chief Olson.

Police Chief Polly Olson 09:09

I was just gonna say, I can offer some more clarity to that. So, a lot of the overtime postings that we have available right now can be for grants that are like our seatbelt and our speed grants. And many times, those don't get filled with officers and so supervisors having the opportunity to sign up for those at a time and a half rate will help fill those grants—the in, so that we have that staffing and special event staffing. So then they can get reimbursed accordingly, but that comes down to the grant money.

Alderson Sheri Hartzheim (District 13) 09:42

So, we're taking appropriate advantage of the grant. Excellent. Alderson Hayden?

Alderson Patrick Hayden (District 7) 09:47

Yeah. Chief Olson, I know when you and I sat and talked a few weeks ago, you were saying that you've done a good job filling out the force. Would additional officers that you've had come on in the last year, reduce the need for senior officers to do these tasks in the coming year, which would mean that we could potentially reduce this below the \$3,600, you guys are anticipating?

Police Chief Polly Olson 10:08

Not necessarily. So when we look at how officers sign up for these special overtime opportunities—so whether that would be through grants or through special events, or I guess other posted overtime, so open shifts—those are structured in such a way that actually those that have more seniority get—when they sign up for it, they get priority. That's one of the benefits to having seniority. And then they go from there. So lower seniority officers signing up for those opportunities, they won't necessarily be the first to be selected unless there's nobody more senior than them signing up.

Police Chief Polly Olson 10:46

Now that's to some degree. Now, we also keep track of hours worked in a year. So, in order to have some equity, say for example, Director Ratchman and I are both working for the PD, but I've got one more year of seniority on him and we both are signing up. And I have, say eight hours already, you know that I've worked in those grant opportunities, but he has zero, he would get chosen before me because I already have hours on the books. So, we kind of do it from two ways. If all other things are equal, it goes by seniority. However, if I'm accumulating hours already, then he'll have an opportunity to work that first.

Alderson Sheri Hartzheim (District 13) 11:21

A little bit of an equity balance.

Police Chief Polly Olson 11:22

Correct.

Alderson Sheri Hartzheim (District 13) 11:23

Excellent. Any other questions? All right, there being none. Any other discussion? There being none. Let's take a vote. All in favor, aye. Chair votes aye. Any opposed? And no opposed. No abstentions. Thank you.

Aldersperson Sheri Hartzheim (District 13) 11:39

So, we will move on then to informational items. Number 23-0572 changes to the fringe benefit policy. Director Ratchman.

Director Jay Ratchman (HR) 11:48

Sure, so page seven of the fringe benefit policy. And in working with our police department through our discussions about compression and compensation, we also reviewed the salary—or I'm sorry, the fringe benefit policy. What's in front of you is really clean up language. We just wanted to clarify that lieutenants and captains who are required to work minimum staffing, at least eight hours, just because there was always that question out there. And then they don't get \$100 and an additional or alternative day off. That's actually old language. So, we clean that up right away. So that's why it's an information item only.

Aldersperson Sheri Hartzheim (District 13) 12:24

Excellent. Thank you.

Aldersperson Sheri Hartzheim (District 13) 12:26

And the last item is 23-0574 the recruitment status report. Any questions from the committee? Any information for us there, Director Ratchman?

Director Jay Ratchman (HR) 12:42

So, I know we have a fairly new committee. So, I thought I'd comment on a few positions. HVAC technician, we've refreshed our ad, which basically means we're trying to put our ad back at the top when you do a search and be creative to get our message out there first. So, we are extending that deadline through the 18th.

Director Jay Ratchman (HR) 13:00

The traffic engineer specialist. Right now, it's under like an active process. At some point, I might move that down under the positions on hold. The department's really looking at the structure of that position and how it's defined and taking a step back before we fill it, which is something we ask departments to do before they fill any position. So, you might see that moved down in the near future if we don't make any movement.

Director Jay Ratchman (HR) 13:26

Bus driver. The number stay—is still at eight. There is activity. We have interviews that we're coordinating. We talked about this before. We've hired individuals, but we also have had retirements. We met with transit again this morning to talk about recruitment in general and all the things that we're doing, what we could do different, how we can get our message out there better. So just want you to know that that's very active, and we're taking a very different approach with bus driver versus a traditional position.

Director Jay Ratchman (HR) 13:54

HVAC building inspector. It's been on the recruitment status report for a while. We do have another interview coordinated for June 2. So, we are seeing some candidates who are beginning to trickle in or apply for that position.

Director Jay Ratchman (HR) 14:08

And then for IT, especially since our IT director is here, the ERP specialist position, assistance specialist position, we have an offer extended. So, we're hopeful that we can wrap that up for the IT department, and you'll be—I think you'll be fully staffed.

Alderman Sheri Hartzheim (District 13) 14:26

Excellent. Wonderful. Director Ratchman, I did have one question. Another person who was looking at this recruitment status report suddenly found the last statement, the note statement "per the Recruitment Policy, part time non benefited positions do not require authorization outside of the department." Can you explain that further? I recall seeing it but never thinking that much about it. So, I'm just wondering a little bit about, you know, what that means. Is that seasonal employees or is that—what does that mean?

Director Jay Ratchman (HR) 15:03

Actually, that statement should be taken off. Because there was an old process where any sort of request for a position to be approved came to human resources, to the mayor and to the HR chair, and for efficiency that was changed. So, what that referred to is if we have a position—like the library, we have folks who shelve. They're very part time fill in type positions. They didn't need to do a formal request for approval. They could just email our office and we were able to start those recruitment processes. They don't have table of organization positions for them. They just have budgeted dollars. They could hire 50 people or 20 to get the work done. So, I can clean that report up and actually take that language off.

Alderman Sheri Hartzheim (District 13) 15:45

That's helpful. Thank you. Anyone else with any other questions? All right, There being none. We will move on to item number eight.

Alderman Alex Schultz (District 9) 15:57

Motion to adjourn.

Alderman Patrick Hayden (District 7) 15:58

Second.

Alderman Sheri Hartzheim (District 13) 16:00

Which one of you would like to move for adjournment?

Alderman Patrick Hayden (District 7) 16:03

So moved.

Alderman Sheri Hartzheim (District 13) 16:05

So moved and seconded. Whichever you would like. All those in favor? Aye. We are adjourned.

Alderman Patrick Hayden (District 7) 16:13

Thought you said I was like

Alderman Patrick Hayden (District 7) 16:22

confused now it's fine.