

All Action Items

Human Resources Information Technology Committee

Wed, Dec 11, 2024, 6:30PM

Alderperson Vaya Jones (District 10) 01:10

We do not have any public hearings or appearances for this evening, so we're able to move on to our action items. Number one 24-1545, approval to over hire for the Deputy Director human resources position.

Alderperson Sheri Hartzheim (District 13) 01:22

Move for approval.

Alderperson Chris Croatt (District 14) 01:23

Second.

Alderperson Vaya Jones (District 10) 01:24

You have a move and a second. Director Ratchman.

Director Jay Ratchman (HR) 01:31

I've known this change has been—was going to take place for quite some time. I've known since March. So, Kim Kamp, who's been with the city since 1999—when I was promoted in 2021 to Director, Kim was promoted to Deputy Director. Outstanding employee, and so we're going to miss her greatly. But so, this over hire, what's driving it is there's a lot of technical aspects to the deputy director position. I think it'll serve the organization really well if we can have some time with our current Deputy Director. What I mean by technical, some things like compensation administration.

Alderperson Chris Croatt (District 14) 02:04

Sorry, I thought I pushed the button.

Director Jay Ratchman (HR) 02:11

We've talked about our Baker Tilly safe system. So, there will be some training with that system, data collection for negotiation preparation. We'll have negotiations with fire coming up in 2025. So it's not just collecting data, but it's showing that the tools we have in house to analyze that data. There's a lot of compliance that that position's involved in. We have EEO reporting that we have to do in spring. We're involved in a tri-annual Valley Transit audit that that position is responsible for. And then just a lot of things with benefits compliance, particularly being self-insured. Of course, they're also the supervisor, day to day supervisor. So, I just think it'd be—if we have that luxury and the stars align and we find the right person, I'd like to have the framework set so that we could do the over hire. If I don't have the right person, where this over hire will be for naught. We're going to make sure we get this right.

Alderperson Vaya Jones (District 10) 03:08

All right. Alderperson Hartzheim.

Alderperson Sheri Hartzheim (District 13) 03:11

Thank you, Chair. Director Ratchman, you're saying that a lot of the—or much of the pay will come from vacated salary dollars. Is that correct?

Director Jay Ratchman (HR) 03:20

That is correct.

Aldersperson Sheri Hartzheim (District 13) 03:22

And—but this is for 2025, correct?

Director Jay Ratchman (HR) 03:24

That is correct.

Aldersperson Sheri Hartzheim (District 13) 03:25

So how do we know we'll have vacated salary dollars in 2025?

Director Jay Ratchman (HR) 03:27

So, I spoke with our finance director. What happens with vacant salary dollars is it can be used by the department or the organization as a whole. So, it means that we'll have to manage that pot of money throughout the year before we bring anything forward to say we're going to use vacant salary dollars. Now I will have vacant salary dollars in 2024. I could do a carryover request as well if our finance director thought we were going to run short. But I don't see that being the issue.

Aldersperson Sheri Hartzheim (District 13) 03:56

Thank you.

Aldersperson Vaya Jones (District 10) 03:57

Additional questions, comments? All right, all those in favor signify by saying aye. Aye. Opposed? Abstentions? That passes four, zero.

Aldersperson Vaya Jones (District 10) 04:07

Next Action item is 24-1546 approval to hire CP2 consulting for the city of Appleton strategic guide facilitation services.

Aldersperson Patrick Hayden (District 7) 04:16

Move to approve.

Aldersperson Chris Croatt (District 14) 04:18

Second.

Aldersperson Vaya Jones (District 10) 04:20

Director Ratchman.

Director Jay Ratchman (HR) 04:22

So, in your packet, you have two documents. One is a memo from myself to the committee and also to the council, recommending that we hire CP2 consulting. And then I also included a copy of the RFP for the strategic planning.

Director Jay Ratchman (HR) 04:38

I think it would be good that we talk a little bit about the history of how we got here, because it's been a while. It's been since August that we even talked about strategic planning. So, this all started back in March. The leadership team had a day and a half retreat. As you know, we have a lot of new leaders on that team. I've often

joked that I'm becoming very senior, and that's actually truth, um, given all the new faces. So that team decided that it would be good to engage in strategic planning again. The last update was in 1999, and that was just an update to an existing strategic plan.

Director Jay Ratchman (HR) 05:15

So, what we did—oh, and let me back up a little bit. The timing was really important as well, because we're going through a comprehensive plan update. So, we can actually piggyback off that comprehensive plan to use some of that data and to use some of the interviews that will be done. From there what we did is we looked at how would we finance this, and Director Homan identified that it was possible that there would be some ARPA funding that we could de-obligate and then re-obligate for this particular project. So, we brought that forward in August. August 21 the Council approved de obligating and putting towards this project. \$45,000.

Director Jay Ratchman (HR) 05:54

After that was approved, we jumped into the RFP process. We didn't just jump in and look—just put it out there for anyone to bid. We did much like we did with the APD staffing study, which is we reached out to colleagues and others to find out who's out there and does this kind of work. We started picking up the phone and talking with those companies. Actually, found out some would say this is not their area of expertise, but they gave us referrals. And then we went into the RFP process. And we had two finalists, two companies, that really rose at the end, both very qualified, but we really felt like CP2 Consulting was the right company. They do a lot of work within public employment. They do a lot of work in Wisconsin. Strategic planning is their niche, and they're also within our budget. But again, we did not select based on the price it was. We felt the match was there, and then also coming within budget.

Director Jay Ratchman (HR) 06:51

As you'll see from what's in the budget, we have \$45,000 set aside. Their bid is for 42—\$44,200 but also allowance up to \$5,000 for travel. So that would put us over the \$45,000. We believe that we can manage that travel expense in working closely with CP2, and if we need additional funds, we would draw it from our existing organizational development budget, because this is an important initiative this year. So, we're not asking for additional funding for this. I think there was a bit of an unknown when we brought it forward to the Finance Committee of would we even be able to do the project for the amount of money that was set aside? And I'm here today say we're—that's all we're seeking. So other than that, I'm happy to answer any questions that you have about the process or the bid.

Aldersperson Vaya Jones (District 10) 07:44

Just to follow up on that travel. Where are they located again?

Director Jay Ratchman (HR) 07:48

They're in Illinois.

Aldersperson Vaya Jones (District 10) 07:50

Okay, so it would be—okay. Aldersperson Hartzheim.

Aldersperson Sheri Hartzheim (District 13) 07:54

Thank you, Chair. As I argued back in August, I—this doesn't—this does not make sense to me. This is just a—this is an expense that I don't feel that we should be using ARPA funds for, that I don't feel that we should have budget funds for. But that is my personal opinion. That is not necessarily the opinion of many in the city and in the council.

Aldersperson Sheri Hartzheim (District 13) 08:19

I have concerns about the fact that this, including the travel allowance, comes up, comes in above that \$45,000 that was allocated, but greater than that is, again, my feeling that this is not something that the taxpayers of this city should be paying. So, I will be voting no, but I understand that that's probably in the minority. Thank you.

Aldersperson Vaya Jones (District 10) 08:44

Other questions or concerns? All right, if there's not, let's go ahead and vote. All those in favor signify by saying aye. Aye. Those opposed?

Aldersperson Sheri Hartzheim (District 13) 08:54

Nay.

Aldersperson Vaya Jones (District 10) 08:55

Any abstentions? All right, that passes three one.