



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Human Resources and Public Safety Committee  
Date and Time: Tuesday, January 21, 2020 at 6:00 P.M.  
Location: City Hall, North Conference Room, 2000 North Calhoun Road

Members Present: Alderman Bob Reddin, Alderman Gary Mahkorn, Alderman Rick Owen, and Alderman Dan Sutton  
Members Excused: Alderman Renee Lowerr  
Others Present: Human Resources Director James Zwerlein

### 1. Roll Call

After noting a quorum was present, Chairman Reddin called the Human Resources and Public Safety Committee to order at 6:01 p.m.

### 2. Announcements

Chairman Reddin stated the next meeting of the Human Resources and Public Safety Committee will be held on February 12, 2020, if needed.

### 3. Minutes of the November 12, 2019 Meeting

***Alderman Sutton moved to approve the minutes of the November 12, 2019 meeting. Seconded by Alderman Owen. Motion carried 4-0.***

### 4. Human Resources and Public Safety Committee Items

2019 Health Insurance Plan Experience Review.

Director Zwerlein stated the City's health plan had a very good year ending at 91.5% of projected cost, resulting in a positive variance of \$503,287. This amount does not include stop loss reimbursements amounting to over \$500k, as well. Alderman Sutton hypothesized that this most positive and welcome result is derivative of the City's outstanding and proactive wellness programming. Discussion item only.

***No action taken.***

### 5. Common Council Items

#### a. 2020 Salary Ordinance Addendum Amendment regarding Uniform Allowance.

Director Zwerlein stated that, as the Committee is aware, the City reallocated the position of Public Education Specialist in the Fire Department to full time and expanded the duties and responsibilities of the job to include fire inspection services. This resulted in re-titling the job to Community Risk Reduction Officer. Due to the nature of the expanded duties, it is advisable to commensurately expand the uniform allowance amount, given the need for proper representation and the potential added wear and tear associated with fieldwork. This transaction will increase the annual allowance to \$750.

***Alderman Sutton moved to approve the amending the 2020 Salary ordinance Addendum regarding Uniform Allowance. Seconded by Alderman Mahkorn. Motion carried 4-0.***

- b. Resolution amending the City of Brookfield Commercial Driver's License (CDL) Drug and Alcohol Testing Program.

Director Zwerlein stated that in order to comply with new regulations promulgated by the Federal Motor Carrier Safety Administration (FMSCA) it is necessary to amend the City's CDL Testing policy. At issue is the mandated use of the CDL Drug and Alcohol Clearinghouse, which is an online database that houses driver's non-negative drug and alcohol test results, as well as participation in return-to-duty programming. Employers are required to report and access CDL information of their drivers during the hiring process and throughout employment.

It is expected the Clearinghouse will improve safety by making it easier for employers to meet their pre-employment investigation and reporting obligations; making it more difficult for drivers to conceal their drug and alcohol program violations from current and prospective employers; providing enforcement personnel with the means to ensure that drivers receive required evaluation and treatment before performing safety-sensitive functions; and, making it easier for the FMSCA to determine employer compliance with testing, investigation, and reporting requirements.

***Alderman Owen moved to approve amending the City of Brookfield Commercial Driver's License (CDL) Drug and Alcohol Testing Program. Seconded by Alderman Mahkorn. Motion carried 4-0.***

## 6. Adjournment

***Alderman Sutton moved to adjourn. Seconded by Alderman Mahkorn. Motion carried 4-0. 6:17 p.m.***

Respectfully Submitted:

James Zwerlein

Human Resources Department/Human Resources Director