



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Human Resources and Public Safety Committee

Date and Time: Wednesday, March 8, 2023, at 7:00 P.M.

Location: City Hall, North Conference Room, 2000 North Calhoun Road

Members Present: Alderman Christopher Blackburn, Alderman Chuck Bloom III, Alderman Rick Owen, Alderman David Christianson, and Alderman Bob Reddin.

Members Excused:

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 7:15 p.m.

2. Announcements

Chairman Reddin stated the next meeting of the Human Resources and Public Safety Committee will be held on Wednesday, April 12, 2023, at 7:00p.m., if needed.

3. Minutes of the January 11, 2023, Meeting

Alderman Bloom moved to approve the Minutes of the January 11, 2023, meeting. Seconded by Alderman Christianson. Motion carried 5-0.

4. Common Council Items

- a. Resolution Approving a Non-Discrimination Policy Related to Programs funded by the U.S. Department of Homeland Security

Director Zwerlein presented the proposed Non-Discrimination Policy Related to Programs funded by the U.S. Department of Homeland Security. He stated that this policy is needed to meet a requirement of the SAFER Grant that was awarded to the City in 2021. Furthermore, the City is already subject to and must comply with these Federal laws; the requirement under the grant is merely to document the City's compliance and provide a contact point for individuals to file any complaints relative to the policy and the related federal laws, which this proposed policy does.

Alderman Bloom moved to approve a resolution approving the Non-Discrimination Policy Related to Programs funded by the U.S. Department of Homeland Security. Seconded by Alderman Reddin. Motion carried 5-0.

- b. 2023 Salary Ordinance Addendum Amendment and 2023 Positions Ordinance Amendment

Director Zwerlein presented the 2023 Salary Ordinance Addendum Amendment, and 2023 Positions Ordinance Amendment which would effectuate the reclassification and retitling of two (2) positions, and an additional pay range to the Non-Represented Intermittent and Seasonal Salary Ordinance Section. In

the Management Pay Plan Section of the Salary Ordinance Addendum, the Public Services Manager would be reclassified and retitled as the Deputy Library Director. The Library Board authorized this reclassification to enhance succession planning and management at the library. In the 2023 Positions Ordinance, the Office Services Assistant in the Water Pollution Control Center (WPCC) would be reallocated to an Administrative Assistant I. Staff has identified that the Office Services Assistant in the WPCC is eligible for reclassification, according to the administrative support titling structure, to the title of Administrative Assistant I. The proposed effective date for these legislative transactions would be March 27, 2023, with the estimated salary cost of approximately \$3k annually. Lastly, staff recommends a new Pay Range that compensates at \$1.50 more per step in the Non-Represented Intermittent and Seasonal Salary Ordinance Section to differentiate between the 6-month and summer seasonal employees.

Alderman Blackburn moved to approve the 2023 Salary Ordinance Addendum Amendment. Seconded by Alderman Bloom. Motion carried 5-0.

5. Human Resources and Public Safety Committee Items

a. 2023 Year-to-Date Review of Health Insurance Experience.

Director Zwerlein presented the Executive Summary contained in the Data Dashboard report provided by the City's Insurance consultant, Willis, Inc. through January 2023, the health plan ran at 92.7% of budgeted accrual.

Discussion item only. No action taken.

b. Brookfield Professional Police Association bargaining strategy discussion.

Discussion item only. No action taken.

6. Adjournment

Alderman Owen moved to adjourn. Seconded by Alderman Bloom. Motion carried 5-0. 8:20 P.M.

Respectfully Submitted:

James Zwerlein

Human Resources Department/Human Resources Director