

**EMPLOYEE RELATIONS COMMITTEE MEETING**

Tuesday, April 11, 2006  
Council Chambers

PRESENT: Aids. Bruderle-Baran, Jenkins, Kopischke, Stepaniak – 4

EXCUSED: Ald. Meaux

ALSO PRESENT: T. Wontorek, City Admin.; A. Kesner, City Atty.; B. Aldana, Asst. City Atty./Personnel Admin.; B. Jacobsen, Admin. Intern

Ald. Jenkins as Chair called the meeting to order at 7:40 p.m.

**Funding benefits for proposed half-time clerical position in the health department**

It was the consensus of the committee to hold this item for two weeks.

**Upgrade of the part-time Administrative Intern position to full-time Assistant to the Administrator**

Mr. Wontorek said this proposal was given to the committee in light of his leaving his position as City Administrator. Since the internship in his office ends in May they would like to extend to the current intern the opportunity for a full time Assistant to the Administrator position for one year. The employee is considering another position at this time, but has said she would consider the proposed position as well. There will be money left in the salary fund to pay for the position because the City Administrator's position will be vacant for a time and when a new City Administrator is hired they will be working for a portion of the remaining year. There will also be enough money in the budget to increase the current intern position to the pay grade of the former Assistant to the Administrator and to cover the possibility of hiring a consultant.

Mr. Wontorek distributed a chart to the committee showing the different fiscal scenarios for hiring a new City Administrator and a full time Assistant to the Administrator. His recommendation was to hire a full time Assistant to the Administrator for one year. He added that this person will also be a great help to the interim City Administrator until a new City Administrator is hired.

Ald. Stepaniak asked if there were any specific areas that were in need of support from the Assistant to the Administrator. Mr. Kesner said there were a number of things that will be coming up. The current intern has been involved with the Civic Celebration Commission on the Fourth of July celebration. This event will need more support because it is being held at a different venue this year and will require more planning. The intern was also working on the WiFi initiative. Should the current intern accept the Assistant to the Administrator position for one year, this would give her the opportunity to follow through on those projects. He added that he will be filling in as City Administrator as well as being the City Attorney and the Assistant to the Administrator will be a great support in helping him with those extra duties.

Mr. Wontorek said he would see this change as a reclassification of the intern position and not a newly created position.

Moved by Ald. Kopischke, seconded by Ald. Stepaniak to recommend approval to upgrade the current part-time Administrative Intern position to a full-time Assistant to the Administrator position for one year – 4

**Report on the results of AFSCME Local 305 interest arbitration**

Ms. Aldana said the results are in from the interest arbitration and the arbitrator selected the city's final offer. There were two issues being weighed by the arbitrator, one was the HMO issue and the other was the seniority issue. The arbitrator favored the union with regard to the seniority issue, but felt that the health insurance was the dominant issue and so found that the city's offer regarding the HMO was more reasonable. AFSCME Local 305 was the last group to experience changes in the PPO. The changes in the HMO are scheduled for May 1<sup>st</sup>. This will bring closure to the union negotiations except for the bumping rights issue.

Ald. Stepaniak asked if the changes were delayed for everyone. Ms. Aldana said the changes have been staggered according to the status of negotiations for each union.

The meeting adjourned at 7:58 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa

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