

**EMPLOYEE RELATIONS COMMITTEE MEETING**

Tuesday, September 9, 2008

Council Chambers

PRESENT: Alds. Walsh, Ewerdt, Krol, Donegan - 4

EXCUSED: Ald. Purins

ALSO PRESENT: B. Aldana, Asst. City Atty./HR Dir.; M. Loy, Health & Productivity Coor.

Ald. Krol as chair called the meeting to order at 7:30 p.m.

**Reclassification of the Traffic & Electrical Supervisor from Supervisor to Superintendent**

The committee reviewed a memo from the Public Works Director requesting the reclassification of the Traffic & Electrical Supervisor to Superintendent.

Ms. Aldana said that the original request for this reclassification came in during the summer which was subsequently sent out to Carlson Dettmann Consulting for review. The Public Works department has undergone some restructuring which created better internal equity between the superintendents. Three positions were reclassified, two were reduced in pay grades and one was increased. This new superintendent position will have a shift in duties which include reporting directly to the Public Works Director, and additional budgetary responsibility. The street lighting system is back in-house and the position has been added to the on-call rotation schedule.

Ald. Walsh inquired about the process involved to make the reclassification and what was the requested effective date. Ms. Aldana reported that there is a separation of powers in the committees. Employee Relations can recommend approval of the change while Budget and Finance can recommend approval of the funding. Ms. Aldana advised that typically the change would be effective upon the ordinance change. When asked for her opinion Ms. Aldana advised that she liked the idea of the reclassification as it does create more internal equity and a more consistent level of responsibility.

Moved by Ald. Donegan, seconded by Ald. Ewerdt  
to recommend approval of the reclassification of the  
Traffic & Electrical Supervisor to Superintendent - 4

**RFP for a third-party administrator for the City's Section 125 Flexible Spending Plan**

The committee reviewed a memo from the Human Resources Director requesting to conduct an RFP for a third-party administrator for the City's Section 125 Flexible Spending Plan.

Ms. Aldana said she would like to request an RFP to enable her to look at the market to see how the third party administrator would work. The plan is currently administered internally and is found to be very time intensive. This program is highly utilized and a good city program fiscally because all the monies put into the program do not have to have Fica or Medicare taxes paid on them. Ms. Aldana said she thought that the expertise of an outside vendor would be better to keep up with the Internal Revenue Service and to make any plan modifications as needed. With an external vendor cost the city would still have more tax

savings than the city would have vendor costs. Ms. Aldana reported that it is uncommon for a plan like this to be taken care of internally.

Ald. Kroll said that there could be potential for more use of the plan with an outside vendor. An employee may feel more comfortable with an outside source; an additional degree of confidentiality. Ald. Krol asked if the cost of this was included in the 2009 budget. Ms. Aldana said no, it would have a budget impact. She thought as the year closes out there might be a surplus and maybe something could be worked out. Ald. Krol said he thought it would provide for better efficiencies in the department and that if participation increases the budget impact might be minimal.

Ald. Donegan said he agrees with Ms. Aldana's analysis that this should be outsourced. He said he will be looking for some offset in the department since this plan will no longer be handled internally.

Ald. Walsh asked what the timeline is to have this plan outsourced. Ms. Aldana thought it would make most sense if it could be connected to the plan year which is currently the calendar year. She felt it could be done by the first of 2009.

Moved by Ald. Donegan, seconded by Ald. Walsh  
to recommend approval the request to conduct an RFP  
for a third-party administrator for the City's Section  
125 Flexible Spending Plan - 4

The meeting adjourned at 7:58 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa

mks