

draft

approved 2015-05-28

Administration Committee - Meeting Minutes Thursday, March 5, 2015

4:00 pm

Call to Order: 4:10pm by Trustee Senicka - as this was the meeting directly following the Finance Committee the Pledge of Allegiance was waived.

Roll Call: Sue Senicka, Bruce Barker, Larry McIntyre, Steve Nero, Glen Liljeberg, Steve May, Tom Mulhearn, Jim Addington, Melissa Brendle, Mike Ramsey, Cathy Crane, Alicja Richards, Spencer Parker, Bob Scott, Jinny Szymiski, Dave Weiss, Ron Gunter and Jim Gunther.

Guests: Kate Buckson-Library, Larry Forsberg-WCCTB, and Joellen Earl-GovHRUSA

Late Arrival:

Minutes approved January 8, 2015 meeting: Motion to approve = 1st Szymiski/ 2nd Barker/All

Unfinished Business: Compensation Study - Ms Earl presented a comprehensive report on the findings thus far of the compensation study. She thanked the Village staff for their cooperation during the process. The process has been very productive. In January the scope of work, salary survey, and the analysis was discussed, so at this time we will review where we are in the process and what will be the next steps moving forward.

14 comparable communities from Addison to Woodridge, 4 of the 14 did not respond so the participation rate is at 71%. There is not enough data for the Fire Department and a few unique positions so a few communities that had something comparable were contacted. This information was included on the data sheets for each position, however they were not included in the analysis for compensation rates as technically they are not comparable communities. The classification plan is similar to the current system with a few changes and we will review this along with a few outstanding issues.

The current classification plan and job descriptions were reviewed with a matrix of 6 factors, a full study would have 9. A full study would have an interview with the employees to review their tasks and responsibilities, this study was done just with the job descriptions - which are very detailed and did not need to be rewritten. The evaluations done for this study were based on the job description, using a point system of 1-5 for each category: Education (degree), Experience (years), Physical Demands (outside work, public safety), Supervision (do you supervise anyone), Complexity (response for decision making), and Policy (what is your role in creating policy for the organization). The only pitfall is how some of the positions scored, there may need to be a little more work on the job descriptions. Based on the pay rate, the job description might need to be adjusted a little for some - the rate is a little low for some of the clerical staff.

A review of the results of the evaluations and classifications - reviewing the grades of the various positions that were reviewed. Discussion of the jobs that were not reviewed at the Police Department, due to the DuPage Chiefs Study. Questions of the ratings were asked for various positions. Trustee Barry asked how the Village Manager could be a physical 3? The answer had to do with the position not being one that was only a desk position, but a community position attending meetings after hours in the community and representing the Village outside of the community.

The proposed compensation plan is at the 50th percentile, the 65th percentile and the recommended salaries, is

also listed to show the difference between paying the middle range. There are 3 categories, with 10 compensation grades/ranges established: 1 – 4 is the administrative and technical staff, 5 – 7 is the supervisory and advanced technical staff with the final being 8-10 is the department heads and management staff. There is also a range from the minimum to the maximum salary range spread from the minimum to the maximum with a 10% spread between grades. The Mayor asked if that spread was consistent with pay ranges in other communities, and the answer was yes you see anywhere from 30 -50% with a larger spread in the higher level positions. The pay ranges are an open range, there is no step it is just a range where the positions falls in.

A brief review of the recommended ranges for the 10 grades for the categories. There are variations on the calculations for the percentile, the ranges are at the 50th percentile. The Mayor asked if years of service were in the calculations, the answer was no - these figures were just the base calculations without longevity. Longevity is a separate issue. This is the market range based on the job description. The redlined positions will be reviewed to see if the job changed or the market changed.

There are 4 positions that are redlined, the employee is paid over market. Overtime the range will catch up to the salary. These job descriptions will need to be reviewed to make sure that the position is graded correctly. While cutting salaries is not recommended, you can freeze someone's salary until the market catches up. The Mayor asked what of our previous ranges showed for the positions that were redlined? HR Director Crane said that this was a good question. The Mayor commented that he assumes that our range showed these positions in line, or we would have already frozen the salary.

In the future you can review the comparable municipalities annually to see any market adjustments now that you have recommended communities. Going forward with a merit based salary increase system you can determine what the flexibility is annually. The ranges will be adjusted each budget year. The Mayor asked if this was to keep the positions in the middle of the range. The 2 scenarios Ms. Earl gave for this are the market adjustment to keep everyone in the line with inflation and comparable to the market and then the merit/performance based raise would allow them to move through the system to a higher percentage. The range only moves for market conditions, the general wage adjustment. There are options. There are employees that are at the bottom of the range. You can consider different ways to deal with this, some municipalities do nothing.

The outstanding issues at this time for the study:

1. The Fire Dept., most of the comparable communities do not have their own departments. The ones that did we do not have enough common data points to do an analysis. The full time staff we can analyze with an internal equity analysis, however the part time firefighters are another issue. The survey information that fire did shows that the Village is paying well and yet there is still a high turnover. This problem is not in the scope of compensation, as the compensation is not the issue.
2. Clerical and admin positions that are redlined need to have the job descriptions reviewed to make sure that the positions are where they need to be, this requires a little more on the Village's part.

Trustee Senicka asked how long ago we had done this? HR Director Crane answered that it was over 10 years ago. The Mayor said that we have money budgeted in this current fiscal year to be able to make the market adjustments before the end of the fiscal year. Manager May responded that what the market adjustments might be, it is not yet at the point of that review. Tonight is to understand how the study was prepared and how the information was gathered and what is available for us to use. We will then apply it with targets within those ranges, possibly a one time step up for years of service in a position. These will be reviewed creating a system throughout all the employees.

The 2nd part of this study is to look at the performance evaluation system. The Mayor asked if the benefits are

comparable throughout all the municipalities? Ms. Earl showed the information: the paid time off was comparable, the sick leave is less generous than other communities that offer this (not all do), and cost of insurances were comparable and the longevity pay is only offered by a few, less than half, of the comparable communities and it is different. This is changing over time, often worked into base pay. The Mayor would like the staff to be aware of the pay and benefit results so that they realize that we are not low or high, just where it should be in comparison to other communities. Ms. Earl responded that there is nothing glaring in the results.

Trustee Barry asked when was the next time that there be a study. Ms. Earl states that the staff needs to review this annually, while a study should be done in the next 5 years or even 10. However the next time you really should do a full evaluation, this time was only a review analysis. A full evaluation allows the employees to be engaged and that is a great process. This analysis was based on the job descriptions, and they are great job descriptions, however it is not as complete as interviewing employees.

Mayor Gunter asked what type of study was done last time? HR Director Crane responded that last time there were very poor job descriptions. The Mayor asked where in the last 10 years did the ranges go astray? Ms. Earl said that there were over 20 grades and now they have been condensed to 10. Manager May pointed out that over 10 years of general wage adjustments the market changes could account for differences in the ranges compared to comparable communities. Each community has a board that decides a general wage adjustment. HR Director Crane also pointed out that there were 3 years that Westmont employees did not receive an increase.

Unfinished Business: bulletin board and signage: Communications Director McIntyre stated that these items were not meant to be discussed, it was just to be added to reports, to give an update on the progress. The bulletin board will be on P&Z in the next 30 days and the gateway signage has been added to Jill Ziegler and she will have updates in the next few weeks. Mr. McIntyre has talked to the resident that is asking for the state champion signs and believes that he has given the feedback that we will acknowledge the winner and give kudos until we have a plan in place for signage.

New Business: Medicare Solutions: HR Director Crane gave a presentation on a program for our retirees over age 65. We have 22 retirees on Medicare that use our plan to cover the 20% of cost that Medicare will not cover. This is costing our retirees a great deal of money to maintain our insurance. So our IPBC has a medicare solutions plan that will be much less expensive for our retirees. This will allow them to have an alternative that they do not have to pay for so many extras that do not use. It will give them a prescription options and cover their 20%. Trustee Senicka asked if this would be an open enrollment option? HR Director Crane stated that this would be a program that we designated everyone in on, this is our decision and then if the retiree did not want to be a part of the program they would have to opt out. Mayor Gunter asked if the retirees paid full cost for our insurance and having our insurance is their choice? HR Director Crane stated that was correct, however Finance Director Parker reminded everyone that while the retirees cover the cost of the premium, the premium cost we give to retirees is the same we give other employees so there is somewhat of a small cost to the Village due to a higher premium cost based on the retirees age, according to our actuaries.

HR Director Crane stated that our costs for self-funding is based on the claims of the retirees included in with employees to calculate our program costs. Discussion of the rates and policy changes ensued. Trustee Barker asked if there was any type of guarantee for the retirees, HR Director Crane said that the costs would have to be calculated, these figures were an estimate however in comparison to what it was currently costing it would save them a lot of money every month. Trustee Barker said that if a retiree did this, what would happen if the cost went through the roof, they would be stuck? HR Director Crane said that at open enrollment a retiree could make the switch back to our regular insurance, this offer would only be a 1 time opportunity and if the retiree

made this decision then the lower costing Medicare Solution option would no longer be available to that retiree. It is only a one time opportunity. Trustee Senicka said that all insurance plans go up every year. HR Director Crane stated that we have retirees that have gone and found their own supplemental plans due to the high cost of Village health insurance. Most retirees stay on our plan only for the prescription coverage. Mayor Gunter asked for confirmation that if we offer this, it is not a “have to” for the retirees it is their option. HR Director Crane said that the initial enrollment is an all in and we have to make sure that the retirees understand it and that it is something they have to opt out of. Also, that when we have new retirees at age 65 it is not automatic in for them, they get to decide at the time of their retirement.

HR Director Crane expressed her belief that the retirees will be grateful for the option. The municipality of DeKalb offered this program and 100% of their retirees took it everyone is happy to only be paying for what they need. When a retiree on our insurance turns 65 we will notify them of this option. Chief Mulhearn asked if we do this and the retirees are all moved over and then someone opts out, this is their one time and it will no longer be available to them? The answer is that this is their one option to come back to our insurance.

Reports:

Manager - Manager May had nothing to report.

Clerk - Clerk Szymiski asked her Deputy Clerk Alicja to give the report. The last day for voters registration is March 10th and the first day for the grace period is March 11th.

Communications: A new person has been hired by the Westmont Special Events Corporation to replace Kristine and her name is Christina. Another race proposal has come in from a promoter wants to do a very competitive 10k and then a 5k with a 3rd race after. It has come in with short notice and cannot be approved by the board in time so it might be an item for the future. The flyer that is passed out is still waiting for approval from Attorney Zemenak - the language used is from a different flyer he approved in the past - however there has not yet been specific approval at this time for this flyer. Even though it is not approved, Communications Director McIntyre would like the Board's opinion. Trustee Barker does not like the drastic visuals on the flyer. The Mayor stated that it does not reflect an image of Westmont that we want to publicize. Trustee Barry does not like the language, it does not say what we are asking for with this flyer. If we are trying to sway the public, this is not doing it. The responses around the table remind him that we can not “sell” the referendum only inform. Trustee Barry argues that this does not inform, it does not state what the referendum is meant to do or what not to do. It is only the visual that makes Westmont look bad without explanation.

Trustee Nero would like a description of what we are going to do with \$30 million, types of projects that will be possible more than the visual flooding pictures. Trustee Barry would like to have something mailed to the registered voters. Trustee Senicka asked if there is any one thing that we would do village wide that could be addressed in a mailing to all registered voters. The flooding does not affect every resident so some are not at all interested in the topic, we need a community wide project to promote. Communications Director McIntyre replied that the answers to those questions will come from engineering studies which have not been done yet as we don't have the money yet. Mr. McIntyre said he would rework the flyer and send to the Board Members to review.

Mayor Gunter remarks that what we need is a “Friends of Stormwater” group to promote this concept. Discussion of this topic ensued with different opinions on being for or against this? Trustee Barry asked if the stormwater committee could knock on doors and talk to residents about the referendum? Trustee Nero said that this could happen if they wanted to do this. Trustee Senicka stated that this could be done as private citizens not as the Stormwater Committee. Trustee Barry said that they should be doing this if this is something that they wanted passed. Trustee Barry said that if they aren't it is because we haven't had a flood in a few years.

Trustee Barry stated that if we do not have something going out to the public with the yes/this and no/this then we should stop wasting time on this. Larry has been working on this for over 9 months on this so if we do not have the information out there with a yes means this and a no means this then we should stop wasting time.

Finance Director Parker reminds everyone that we can not spend more than \$2999.00 in promoting voting/educating residents unless we register it with the county elections commission. Trustee Barry asked if we could put it on the water bill? Communications Director McIntyre stated that it has been on the last 2 water bills to view our website for more information. Trustee Nero commented that it will be in the April Neighbors Magazine that will come out right before election day.

Human Resources: Director Crane wanted to make sure everyone had a chance to meet Nick Weinert the new Building Commissioner. Trustee Senicka said that she had and he has jumped in with both feet.

Adjourn: 5:17pm