

It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
August 15, 2016
7:00 PM
or immediately following Board of Public Works
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 7/18/16.](#)
- D. ACTION/DISCUSSION ITEMS
 - 1. [Authorize Restructuring of Public Health Nurse Position \(.9 FTE\) and Dental Hygienist Position \(.24 FTE\)](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
July 18, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Keehan at 9:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Krautkramer, Collier, Keehan, Zelinski, Spencer,
Mayor Merkes.

EXCUSED: Alderman Benner, Nichols.

ALSO PRESENT: CA Captain, PC Styka, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Personnel Committee, 7/5/16.](#)

Moved by Mayor Merkes seconded by Ald. Collier to approve minutes.

Motion carried on voice vote.

D. COMMUNICATIONS

1. [ASD Steeno, 7/14/16; Public Works Director Recruitment Update.](#)

E. ACTION/DISCUSSION ITEMS

1. Moved by Mayor Merkes seconded by Ald. Krautkramer to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Menasha Professional Police Association Contract Negotiations).
Motion carried on roll call 7-0.

2. May Adjourn into Open Session to act on item discussed in Closed Session.
No action.

F. ADJOURNMENT

Moved by Mayor Merkes seconded by Ald. Krautkramer to adjourn at 9:32 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



MEMORANDUM

TO: Personnel Committee

From: Nancy McKenney, RDH, MS, Public Health Director
Peggy Steeno, Administrative Services Director

Date: August 15, 2016

Re: Authorize Restructuring of Public Health Nurse Position (Currently .9 FTE) and Dental Hygienist Position (.24 FTE)

BACKGROUND

The purpose of this memo is to request permission to restructure a .9 FTE Public Health Nurse position and a .24 FTE Dental Hygienist Position. Currently, the Public Health Nurse position is authorized to work 1,755 hours per year and is offered 90% of the City benefits that are offered to full time employees. And, the Dental Hygienist Position is authorized to work 465 hours per year and is not offered benefits.

The requested change is authorize the Public Health Nurse position to work 1,123 hours per year and offer the employee 58% of the City benefits that are offered to full time employees, and authorize the Dental Hygienist Position to work 1,097 hours per year and offer the employee 58% of the City benefits that are offered to full time employees.

ANALYSIS

The City of Menasha currently employs a .9 FTE (1755 hours) Public Health Nurse. Recently, the employee in this position has given notice that she is moving out of state. While we were sorry to learn of this departure, it was an opportunity to examine the current position and consider the needs of the Health Department, Menasha Joint School District, and the community. Currently this position is responsible to manage and coordinate the following:

- 8% School Nursing Services (MJSD funded)
- 8% Community Health Services (City funded)
- 31% Health Screening 60+ program (Winnebago County grant);
- 4% Prevention Division of program (DHS DPH grant)
- 4% Radon grant program (DHS DPH grant)
- 11% Immunization grant program (DHS DPH grant)
- 19% Maternal Child Health grant program (DHS DPH grant)
- 5% Bioterrorism grant program (DHS DPH grant)
- 90% .9 FTE (1755 hours)

Some services within the current position must be managed by a registered nurse (e.g. school nursing services). However, as confirmed in consultation with the Division of Public Health, many grants could be managed by other public health personnel.

The City of Menasha also employs a part time registered dental hygienist 465 hours/year (24% FTE). This employee manages the City of Menasha Seal a Smile grant and Oral Health for Children and Youth with Special Health Care Needs. This existing employee has the skill set to manage and coordinate other grant programs and has expressed interest in assuming additional responsibilities.

Changing the number of hours worked per position will maximize and build upon the skill sets of current staff and provide an incentive to our current employee to remain with the City. Responsibilities will be more evenly distributed, and the public health nursing position will be more focused on nursing specific duties.

FISCAL IMPACT

This restructuring could cost the City up to approximately \$3,000 more per year, depending on the benefits selected by both employees. Under the restructuring, both positions would earn benefits; however, neither position would be eligible for inclusion in the Wisconsin Retirement System Pension due to the number of hours worked per year.

RECOMMENDATION

Staff recommends approval of this restructuring.

RECOMMENDED MOTION

Change the City's table of organization as follows:

- Delete the .9 FTE Public Nurse Position and the .24 FTE Dental Hygienist Position,
- Add the .58 FTE Public Nurse Position and the .56 FTE Dental Hygienist Position, and
- Apply benefits to both positions according to City Policy.