

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, August 7, 2023 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

The meeting was called to order at 6:00pm.

Present: Chairman Erickson; Aldermen Boyette, Skyrms and Steiner; Council President Borchardt, Mayor Lang, Director of Finance Rasmussen and Director of Human Resources and Safety Fairchild.

Absent/Excused: City Attorney Rashid.

Public Appearances: None.

Minutes: Motion/Second/Carried Steiner/Borchardt to approve the minutes from the July 10, 2023, Regular meeting. All voting aye.

Request to Update Salary Plan and Performance Review Policies

Motion/Second/Carried Borchardt/Skyrms to recommend Council to approve the Salary Plan and Performance review policies to align with the process associated with the updated Pay Plan approved June of 2023. All voting aye.

Director Fairchild went over her memo in the packet and presented a slide show which demonstrated the proposed step plan. The intent of the step plan is to have a pay scale that is transparent and equitable across all employees within a specific pay scale, and to show movement within the pay scale. There was discussion on a merit plan vs. the proposed performance-based step plan. The step plan gives employees an opportunity to earn a pay raise to the next step(s) by being held accountable to a performance standard. Should employees exceed the performance standard by obtaining additional education or certification, the step program can be increased by multiple steps as quantitative value allows for the additional training. The step plan reduces the subjectiveness of performance reviews and adds an objective, measurable elements to the raise equation.

Add Wisconsin Retirement System Income Continuation Insurance

Motion/Second/Carried Skyrms/Borchardt to recommend Council approve Resolution No. 2023-21 approving inclusion under the Wisconsin Department of Employee Trust Funds Income Continuation Insurance Plan Effective January 1, 2024. All voting aye.

Income Continuation Insurance (ICI) is a voluntary “income replacement” benefit offered through the Wisconsin Employee Trust Funds to qualified local municipalities and their

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employees. Income replacement offers employees up to 75% income should a catastrophic event occur. The Income Continuation Insurance fund has been on premium holiday, meaning there is no premium costs to offer this benefit to either the employer or employee. Should the program come off holiday, the benefit is voluntarily at a relatively monthly low cost to the employee. Staff recommend an effective date of January 1, 2024 to coincide with the next benefit year. Open benefit enrollment starts in October, so the collection of employee information will run with open enrollment.

2nd Quarter Financials

Motion/Second/Carried Boyette/Borchardt to approve and place on file the Second Quarter Financial Statements as presented. All voting aye.

Director Rasmussen went through the 2nd Quarter Financial Report to provide a status update for the committee. The 2nd Quarter Financial Report is through June 30, 2023. Financially, the city budget aligns with the 50% mark being halfway through the fiscal year. ARPA interest was talked about. ARPA money has to be committed by December 31, 2024 and spent by December 31, 2026.

Motion/Second/Carried Borchardt/Boyette to adjourn the meeting 7:08 pm. All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel".

Charlotte Nagel
City Clerk