

****All present are expected to conduct themselves in accordance with our City's Core Values****



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	Human Resources Committee
Date/Time:	Monday, May 9, 2022 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens, Becky McElhaney

AGENDA ITEMS FOR CONSIDERATION

- 1) Select a Chairperson and Vice Chairperson for 2022-2024 term.
- 2) Establish Regular Meeting Date and Time for 2022-2024 term.
- 3) Approval of 4/11/2022 Minutes.
- 4) Human Resources Report for April.
- 5) Discussion and Possible Action Creating and Classifying a Community Outreach Specialist Position.
- 6) Adjournment.

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail mary.goede@ci.wausau.wi.us with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendized, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 5/02/2022 at 2:00 PM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderpersons, Mayor, Department Heads, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: April 11, 2022, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Michael Martens, Becky McElhaney, James Wadinski
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, T. Vanderboom

McElhaney called the meeting to order at 4:45 p.m.

Approval of the 3/14/2022 Minutes.

Motion by Herbst to approve the minutes of the March 14, 2022 Human Resources Committee meeting. Second by Wadinski. All ayes. Motion passed 5-0.

Human Resources Report for March.

Martens commented on the number of vacancies reported for Bus Operator in the packet and how the number has increased over the last year. He asked what is being done to recruit for Bus Operators. Vanderboom explained that Bus Operator I is a part-time split-shift position that primarily services school kids, and that the City has faced challenges for quite some time to fill these positions. Vanderboom said that a recruitment video was done to highlight the position but it hasn't yielded the hoped for results. Discussion for a higher starting rate has been discussed, but the union has expressed that they won't put anything in place without a full vote, which then needs to be part of the contract negotiations. Vanderboom said that they City had hoped to open bargaining early, but that several items came up that prevented this from happening.

Larson asked if the shortage is due to citizen complaints against bus drivers. Vanderboom said that she doesn't believe the complaints are the issue; the department has had retirements resulting in the part-time bus drivers promoting to full-time. Vanderboom mentioned that the labor market is challenging right now, even for part-time positions and the City will have to work to be competitive. Vanderboom mentioned that the City has a hiring bonus that the Bus Operator position would be eligible for but that the union will not consider it at this time.

Herbst asked if bus drivers are hired and trained or if the City is requiring them to already be trained as bus drivers. Vanderboom explained that Metro Ride has a very robust training program and will hire candidates without any experience, no commercial driver's license, and will pay them the full salary rate while providing all needed training.

No other questions or comments were brought forward.

Discussion and Possible Action Amending Regular Part Time Employee Vacation Accrual.

Vanderboom explained that the new payroll system that the City will switch to allows prorated vacation accrual to be calculated. Currently, part-time employees do not receive vacation during their first year; during their second year they receive an amount of vacation based on the hours they worked the previous year (prorated). The request is for regular part-time employees to accrue their vacation like full-time employees once the new payroll system is in place.

Motion by Wadinski to approve amending regular part time employee vacation accrual. Second by Larson. All ayes. Motion passed 5-0.

McElhaney moved the next item up from the addendum to the agenda.

Discussion and Possible Action Amending Perfect Attendance Leave Eligibility.

Vanderboom said that after the last meeting she surveyed Department Directors to see who tracked their covid-related absences and received feedback that one division of Public Works tracked these absences after July 1st. Vanderboom explained that covid-related absences stopped being treated differently under the policy after July 1st. After July 1st, one division of Public Works and the Police Department kept track of their covid-related absences. Vanderboom included the legal department to review this item and the ability of the City to ask for covid test results if needed. It was determined that the City can ask for such information. However, while the Assistant City Attorney Miller was researching this topic, his discussion with the Wisconsin Department of Workforce Development discouraged perfect attendance leave policies, recommended eliminating perfect attendance leave programs in favor of other methods that are less ripe for abuse for controlling and rewarding attendance.

Assistant Attorney Miller stated that a perfect attendance leave policy encourages people to come to work sick and said that people would rather come to work sick to earn their leave than use sick leave, which defeats the purpose of having sick leave. Miller indicated that it is his recommendation, as well as the Department of Workforce Development that the City find an alternative to perfect attendance leave for employees that encourages people to come to work but to stay home when they are sick. For the purpose of this item, Miller was asked to determine if the City can ask employees if they had covid symptoms, if they tested, and if they were vaccinated, and the determination is that the City can do this.

Wadinski said he understands that the Council voted to end the covid exceptions last summer and that employees who became exposed to covid and were not vaccinated would need to quarantine and use some sort of leave, but he didn't realize that perfect attendance leave would be affected. Wadinski said he learned that Police department employees who were exposed, were not vaccinated, and did not have symptoms were required to quarantine and opted to use sick leave. Wadinski said he feels that having to use vacation or sick leave was penalty enough and they should not be ineligible for perfect attendance leave.

Motion by Wadinski that any employee who used sick time from the end of the protocol date of July 1, 2021 until this goes before Council have the option to request from the City that their PAL leave that they had to use during that time be reinstated. Miller questioned Wadinski's motion to clarify. Vanderboom asked Wadinski if he wants employees to notify Human Resources that they do not want the sick leave time used to count against them for PAL eligibility and explained the difficulties that this could cause for eligibility dates, PAL accrual granted since, and so on since PAL for union employees is calculated on an individual rolling timeframe.

McElhaney asked if Wadinski's motion was to give back PAL to all employees from 7/1/2021 to the date of approval from Council? Wadinski said yes, that any employee who were sick during that time period, to ask for their lost PAL leave to be returned. Second by Herbst. Motion passed 3-2. (McElhaney and Larson were the dissenting votes.)

Closed Session pursuant to 19.85(1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee.

Motion by Larson to go into Closed Session pursuant to 19.85(1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee. Second by Wadinski.

Roll call was taken of members present: Wadinski, Martens, Herbst, Larson, and McElhaney. The Human Resources Committee went into Closed Session.

Reconvene into Open Session.

The Human Resources Committee reconvened into Open Session.

Discussion and Possible Action on Closed Session Item #4 Approving Leave of Absence Request.

Motion by Larson to approve the leave of absence upon receipt of a doctor's note. Second by Wadinski. Motion passed 5-0.

Adjournment.

Motion by Wadinski to adjourn. Second by Herbst. Meeting is adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

**HR PERFORMANCE REPORT****Core Services***Classification & Compensation***Open Reclassification Requests**

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
36	28	4	4

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
3			1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
9	2	7

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
DPW	Shoulder Strain	Medical	Open	01/03/22
Police	Smoke in Lungs	Medical	Closed	01/11/22
Police	Hip Injury	Medical	Open	01/25/22
DPW	Knee Strain	Medical	Open	01/27/22

**HR PERFORMANCE REPORT**

Fire	Back Strain	Medical	Closed	01/30/22
Metro	Knee Strain	Medical	Closed	01/21/22
WW	Multiple body parts	Indemnity	Open	02/10/22
Metro	Fractured Rib	Indemnity	Open	03/23/22
Police	Shoulder	Medical	Open	04/28/22

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Strained Knee	Indemnity	Open	12/15/21
Police	Privacy Case	Medical	Open	10/01/21
Police	Privacy Case	Medical	Open	08/21/21
Fire	Back	Indemnity	Open	01/26/21
DPW	Back	Indemnity	Open	01/18/21
Police	Privacy Case	Medical	Open	09/06/20
CDA	Knee	Indemnity	Reopen	11/22/19
WW	Multiple body parts	Indemnity	Open	09/13/19
Police	Wrist/Ankle	Indemnity	Reopened	06/27/18
Metro	Knees	Indemnity	Reopened	09/01/17
WW	Multiple body parts	Indemnity	Reopened	02/07/17

Employee and Labor Relations**Grievances (YTD)**

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
1	1		1		

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Andrew Eberhardy	ATU	Verbal warning for failure to announce transfer corners, stops and ADA locations	3/22/22	Denied at Step 1

**HR PERFORMANCE REPORT****Closed Grievances**

Employee Name	Union	Issue	Date Filed	Status
Justin Fisher	ATU	Termination	6/28/2021	Arbitration award to union

Recruitment & Selection**New Hires**

Employee Name	Department	Job Title	Hire Date	Separation Date
Lawrence Weese	Assessment	Property Appraiser	1/04	
Mark Punzenberger	Fire	Firefighter/Paramedic	1/04	3/31
Timothy Strege	Fire	Firefighter/Paramedic	1/10	
John Williams	Fire	Firefighter/Paramedic	1/10	
Hunter Herold	Fire	Firefighter/Paramedic	1/10	
Brooke Johnson	Fire	Firefighter/Paramedic	1/10	
Raymond Rogers	Public Works	Street Maintainer	1/17	
Timothy Wensel	Public Works	Street Maintainer	1/19	
Yeeleng Yang	Police	Police Officer	1/21	
Andrew Palmini	Police	Police Officer	1/21	
Ashley Lange	Finance	Administrative Assistant III	1/31	
Spencer Blaschka	Public Works	Street Maintainer	1/31	
Jorgen Tessmann	Public Works	Equipment Services Mechanic	2/07	
Gua Lor	Finance	Administrative Assistant III	2/17	
Amanda Goetsch	Police	Administrative Assistant II	2/28	
Vincent Litza	Public Works	Utility Worker	3/21	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
17	10	6	1

**HR PERFORMANCE REPORT****Separations by Department for 2022 YTD**

Clerk/Finance – 1	Public Works - 1	Municipal Court – 1	
Fire – 4	Community Development - 1	Water - 1	
Police - 6	Sewer - 1	Metro Ride - 1	

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
CeeJay Fitzke	Equipment Services Mechanic	Equipment Operator	Mitch Harris	1/03
Melinda Pauls	Administrative Lieutenant	Administrative Captain	(new position)	1/03
David Bertram	Police Officer	Detective	Jeff Strobach	1/10
Jacob Chittum	Patrol Lieutenant	Administrative Lieutenant	Melinda Pauls	1/10
Timothy Bishop	Bus Operator I	Bus Operator II	Jon Rothmeyer	1/24
Jennifer Holz	Detective	Patrol Lieutenant	Jacob Chittum	2/28
Solomon King	Fleet Supervisor	Fleet Manager	Mark Hanson	3/02
Jared Koss	Firefighter/Paramedic	Engineer	Mark Tautges	3/04
James Marchel	Bus Operator I	Bus Operator II	Nicholas Olson	3/18
Nicholas Walters	Police Officer	Detective	Jennifer Holz	4/04
Kenneth Kroeplin	Bus Operator I	Bus Operator II	William Medo	4/11
Nicole Holzem	Bus Operator II	Transit Operations Supervisor	Andrew Klaschus	4/18
Jacob Heil	Bus Operator I	Bus Operator II	Nicole Holzem	4/18
Aaron Moss	Senior Equipment Services Mechanic	Fleet Supervisor	Solomon King	4/18

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Bus Operator I	9	2020	On-going Recruitment
Equipment Services Mechanic	3	5/24/21, 1/03, 4/18	Recruitment closes 5/08
Firefighter/Paramedic	2	3/31, 5/08	In Process
Police Officer	3	1/3, 1/1, 2/3	In Process
Sewer Maintainer	2	11/12/21, 2/4	Recruitment closes 4/29
Water Distribution Maintainer	1	4/22	In Process

**HR PERFORMANCE REPORT**

Deputy City Assessor	1	5/31/22	In Process
Administrative Assistant II (Municipal Court)	1	4/08	In Process

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Wastewater Plant Operations Technician	1	4/23/21	Job Description updates review in process.

Employee Recognitions – Discretionary Performance Incentives

Last Name	Job Title	Dept	Reason	% Increase	Lump Sum Increase	Other Incentive	Date Issued
Walker	Admin Asst III	FD	goes above and beyond daily and added duties beyond those normal in the job classification	3.0%			6/2/19
Quade	DPW Supervisor	DPW	performed extremely well during challenging circumstances	3.0%			8/26/19
Larsen	Accounting Asst	Fin.	instrumental in implementation of new utility billing software system, involving extra work and hours	3.0%			12/18/19
Dubore	Engineering Tech	Eng.	exemplary work on Thomas Street construction project, establishing relationships and keeping project on track	3.0%			1/30/20
Wendtland	Plant Maint Mech	Sewer	identified significant cost saving in department	3.0%			2/9/20



HR PERFORMANCE REPORT

<i>Kline</i>	<i>Admin Asst III</i>	<i>Fin.</i>	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			<i>3 vacation days (prorated)</i>	<i>4/14/20</i>
<i>Kremer</i>	<i>City Clerk</i>	<i>Fin.</i>	<i>exception work on election, adjusting to pandemic impact and last minute legislative changes</i>			<i>3 vacation days</i>	<i>4/14/20</i>
<i>Krivoshein</i>	<i>Admin Asst III</i>	<i>Fin.</i>	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			<i>3 vacation days (prorated)</i>	<i>4/14/20</i>
<i>Thompson</i>	<i>EMT Division Chief</i>	<i>FD</i>	<i>completed a number of priority projects and initiatives in a short time, directly enhancing prehospital care</i>	<i>3.0%</i>			<i>4/19/20</i>
<i>Bliven</i>	<i>Police Chief</i>	<i>PD</i>	<i>exceptional performance on homelessness problem, collaborative response to George Floyd death demonstrations, Policing Task Force, establishing dept efficiencies with Dragon Naturally speaking software, established emergency shift schedule to respond to covid pandemic</i>	<i>4.5%</i>			<i>10/5/20</i>
<i>Dwelly</i>	<i>Supervisor</i>	<i>Sewer</i>	<i>exemplary performance including assuming on-call responsibilities and extra hours, creating SOPs and operation manual, leading City response on 8/9 sewer main collapse</i>		<i>\$ 1,500.00</i>		<i>10/9/20</i>

**HR PERFORMANCE REPORT**

<i>Barnes</i>	<i>Deputy Police Chief</i>	<i>PD</i>	<i>served as front person of new evidence building, taken leadership role on homeless issue, main contact for NCHC, played significant role in department covid response, and instituted cost-saving measures like outsourcing crossing guards and changing carwash vendor</i>	<i>4.5%</i>			<i>2/7/21</i>
<i>Abbiehl</i>	<i>DPW Supervisor</i>	<i>DPW</i>	<i>instrumental in maintaining services during coworkers medical leave, resulting in much heavier workload</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Fitzke</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>volunteered for developmental opportunities including temporary assignment to senior mechanic, improved communications with first shift, critical roles of automotive diagnostic tech increased level of service of division</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Kraege</i>	<i>Motor Pool Supervisor</i>	<i>DPW</i>	<i>through own initiative took on organizing and improving efficiency of vehicle maintenance scheduling and tracking system, and researched and develop</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Maszk</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>instrumental in finding solutions to ongoing problems with equipment, including adapting hydraulics for new plow part and repainting paver tracks on the road to prevent crew downtime</i>	<i>3.0%</i>			<i>2/7/21</i>

HR PERFORMANCE REPORT

<i>Fitzgerald</i>	<i>Econ Dev Manager</i>	<i>Dev.</i>	<i>taken on tasks traditionally assigned to Director due to position vacancy including lead in economic development process and writing staff memos and RFPs, also improved initial proposal for Cherry Tree Dental, developed RFP for District 3, cultivated partnership with McDevco and the Entrepreneurial Education Center for a regional approach to economic development</i>	<i>3.0%</i>	<i>\$ 5,000.00</i>		<i>2/26/21</i>
<i>Boers</i>	<i>Water Superintendent</i>	<i>Water</i>	<i>added responsibility for day to day construction management of new \$36 million treatment facility</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Enzenbach</i>	<i>Electrician III</i>	<i>Insp.</i>	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also responsible for several critical installations including Fire Station 1 barracks remodel and installation of new audible crosswalks on Bridge St</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Hilgendorf</i>	<i>Electrician III</i>	<i>Insp.</i>	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also critical and sometimes solo worker on critical projects including LED conversions and lighting projects in city lots and ramps</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>King</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>certified as Emergency Vehicle Technician and updated preventative maintenance to incorporate NFPA regulations</i>	<i>3.0%</i>			<i>5/3/21</i>

**HR PERFORMANCE REPORT**

Kremer	City Clerk	Fin.	went above and beyond in 2020 responding to covid challenges and sensitive election climate, including implementing driveup voting, relocating polling sites, installed a ballot box with appropriate security, and established covid protocols	3.0%			5/3/21
Kruzan	Battalion Chief	FD	in command for two large and complex incidents, showing ability to mentor, coach, and lead crew. Also streamlined HazMat team including developing coordination with Marathon County	4.5%			8/9/21
Becker	Battalion Chief	FD	in command for large 5-alarm fire coordinating with SAFER, as well as ability to mentor and coach staff, and responsible for the Firefighter Explorer Group.	3.0%			8/9/21
Lipscomb	Admin Asst I	Assess.	Anchor for the department during covid, performing double-entry along with verification and managing work flow.	3.0%			8/9/21
King	Property Appraiser	Assess.	exceeded expectations by keeping up with demand of the most active assessment areas in the City while assisting with new hire training including double-entry needs	3.0%			8/9/21
Celona	Sewer Maintainer	Sewer	able to learn multiple items in a short couple of months including jetter and TV equipment, placed on the on-call schedule sooner than most staff and serve as a mentor for newer employees	3.0%			8/23/21
Olsen	Sewer Maintainer	Sewer	served as mentor to newer employees offering training on multiple items	3.0%			8/9/21



HR PERFORMANCE REPORT

Steinke	Payroll Coordinator	Fin.	Critical and proactive team member, led VTO employer social security credits which saved the City approximately \$13,000. ERP implementation demands will further her importance to the organization and the ERP project success.	3.0%			1/31/22
Merriam	Parking Control Specialist	PD	Learned at accelerated rate and exceeded ticketing rate of peers in first year of work, took leadership role troubleshooting IT issues, exceptional customer service	3.0%			3/7/22
Raduechel	Senior Equip Operator	DPW	Took on scheduling duties in the absence of a supervisor, lead and mentored large pavement overlay transition	4.5%			3/7/22
Van Krey	Admin Asst III	Fin.	Took on webex responsibilities including evening work and assisted with software implementation	3%			4/18
Kline	Admin Asst III	Fin.	Process improvements (badger books, express voting tech) and revamped election inventory and supplies	3%			4/18
Stratz	Comm Dev Manager	Dev.	Institutional knowledge, Affordable Housing Task force staffperson		\$1000		4/29

**HR PERFORMANCE REPORT***Handbook Modifications*

Section Modified	Modification	Date
2.01 Employee Conduct and Work Rules & 2.04 Personal Appearance	Granted an additional 10 minute paid break when possible to employees whose work stations don't allow for the removal of a face covering.	8/3/20
2.06 Solicitation	The City may raffle off up to 2 days of vacation based on participation in the United Way campaign. (Note: Union employees are not eligible for this incentive without an MOU).	8/4/20
5.15 Standby Pay	One additional employee per division may be added to the Standby schedule when necessary. This exception should last no more than 3 months, but may be extended at the recommendation of the Department Director with approval by Finance and Human Resources.	8/24/20
5.02 Compensation Plan Administration	Update maximum base-building Discretionary Performance Incentive from 4% to 4.5%, to align with current pay step structure.	10/1/20
8.03 Personal Holidays	Clarify current practice that personal holidays must be used in the calendar year they are received	10/13/20
5.02 Compensation Plan Administration	Add (3) Pay Adjustments (c)(10) Compression: Employees who have a direct supervisory relationship as determined by job description shall whenever possible earn a pay amount at least 5% greater than their direct reports (longevity, experience, education and other items may be considered when evaluating compression). Employees whose salaries are determined to cause compression with direct reports may have their salaries adjusted within the established salary range. Police Lieutenant annual increase effective dates are set at January 1, due to compression adjustments in this job title.	2/1/22

Human Resource Committee Packet

May 9, 2022

Agenda Item
Discussion and possible action creating and classifying a Community Outreach Specialist position.
Background
The Policing Task Force made the following recommendation: <i>Continued homeless outreach services in the Police Department but transition work to a non-sworn position such as a social worker.</i> To fulfill this recommendation, the Police Department has recommended the creation of the position of Community Outreach Specialist. This non-sworn position would complete and expand upon the tasks previously performed by the temporary Housing Task Force Officer. Please see the attached job description for a further description of the duties to be performed by the position. The Human Resources Department has evaluated the new responsibilities under the Decision Band Matrix and recommends the Community Outreach Specialist position be classified at salary grade 17 (\$48,223.97-67,509.31).
Fiscal Impact
Fiscal impact will depend upon the education and experience of the selected candidate, but I recommend an estimated fiscal impact at midpoint of the salary scale, or \$57,856.03.
Staff Recommendation
Classify the position as recommended.
Staff contact: Toni Vanderboom (715-261-6634)



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

April 5, 2022

Human Resources Committee,

The Wausau PD will be seeking your input and authorization to create a permanent 1.0 FTE non-sworn position starting upon approval by the City Council.

Position: Community Outreach Professional

Housing Task Force Position – 2020-2021

The Wausau Police Department, in collaboration with North Central Health Care (NCHC), has recognized that untreated substance use and mental health disorders is the primary common factor present with individuals in the downtown Wausau area who are chronically homeless. Over the past several years, Officers have regularly assisted these individuals to resolve a short-term crisis; however long-term success requires ongoing, individualized management and treatment to overcome their circumstances, barriers, and health risks.

In fall 2020, Wausau PD and NCHC sought to explore the scope of impact full-time positions dedicated to homelessness outreach might have. Together, we set goals of building relationships with chronically homeless persons, and leveraging those relationships to help them overcome internal and external hurdles to stable housing. Rather than a one-size-fits-all intervention with this group, the temporarily assigned Housing Task Force Officer (Ofc. Eric Lemirand) and an outreach worker from NCHC invested significant time gathering information from these individuals to understand their unique stories and needs. Over approximately 15 months (through end of 2021), they conducted individualized and assertive outreach, with ongoing support for those who were ready to fight addiction and seek personal change. The partnership facilitated more immediate access to treatment options, employment and housing.

As a result, we saw an unprecedented shift in their perspective and assumptions about police, leading to several individuals working their way out of homelessness, with support from our HTF Officer. The Officer also received numerous referrals of persons with homelessness on their horizon, needing help to prevent homelessness. Dept. of Corrections (Prisons and Probation Agents), the Jail, and Sheriff's Office process servers (for eviction notices) were common sources of referrals for persons with homelessness

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

on their horizon. Out of 42 persons having had contact with this HTF team (identified as being homeless or having homelessness on the horizon before or during this initiative), 29 had housing by end of 2021. Of those persons who progressed into housing (locally or elsewhere), nearly all had zero Marathon County Jail bookings in 2021. Of those persons who continued to be homeless, we saw a consistent reduction in them being jailed in 2021.

At the same time, we learned a lot about gaps that still exist, preventing many from making progress, and contributing to new homelessness. The above-mentioned successes did not block new homeless individuals from arriving in Wausau at any given time, seeking to utilize the community services here. Once housing was acquired, many needed ongoing and frequent support to keep from falling back to old lifestyle habits (and losing housing). For some persons, we found success in just being the bridge and mediator of the gap between the person and their family, circle of support, a new landlord, or an employer. For others, past substance abuse treatment options have not panned out for them and/or the scope of treatment currently needed is not yet available. We know several individuals who express interest, but are just not yet ready to take the journey to recovery with us; we need to maintain the personal connection to help them actually arrive at a turning point in the future and then guide them through it.

We learned persistence and patience is key, and many persons still need help to overcome their barriers. In response to community expectations voiced to the Wausau PD, that homelessness be addressed, the Wausau PD finds it necessary to continue our involvement and approach that has been developed in the HTF Officer initiative. Although sworn law enforcement training is not required for the right person to be capable and successful in carrying out the objectives, we believe the employee will have the best opportunities for success by working in tandem with and having the direct backing of our sworn staff.

As a result of many factors, the police department moved the Housing Task Force position back into the patrol bureau and we no longer have a designated officer working daily on homelessness in our downtown.

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

Homelessness Status April, 2022

Over the past several months, the Wausau Police Department has continued to work on the homelessness issue in Wausau. I have been requested to attend numerous meetings with downtown businesses regarding this issue. What follows is a summary of our community concerns as they exist today.

- The Washington Square is experiencing daily issues with people squatting in their facility, panhandling (sometimes aggressively), fighting, and otherwise being disorderly. We are working collaboratively with Washington Square regarding a full-time, downtown CSO position that would be potentially funded by Washington Square. Some businesses within this facility are losing business or are required to change their business delivery model as a result of customer concerns when coming to their building.
- Wipfli has expressed ongoing concerns regarding people squatting in Jefferson Street Ramp stairwells and the skywalk over 1st Street. Excessive garbage, urine and feces, and aggressive panhandling are only the beginning of their concerns. Employees using the stairwells do not enter without wearing a mask because of the stench – even after the mess has been cleaned up. DPW is working on facility related changes to reduce some of these issues. This includes locking of the stairwells in key card access to the skywalk.
- The Library Director has expressed concern regarding fights occurring at or just outside the library entrance. More specifically, the library is indicated there has been a lot more issues, including fights, that have occurred at the library over the last few months. This has resulted in some library customers saying they will not return to the library. At the time of this writing, police officers are walking through the Library at least daily.
- Officers recently encountered a person with a hammer in one of the stairwells. This person was uncooperative with law enforcement and eventually struck with the hammer causing it to break. Officers were able to use pepper spray on the subject and taken into custody. This person has regular law enforcement contact the downtown area.

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Policing Task Force Recommendation

Over the course of the last 18 months, the Policing Task Force has been working on their recommendations for the police department, the City Council, and the Mayor. One of the recommendations in their draft report that has been presented to the police department and the Police and Fire Commission is:

Continued homeless outreach services in the Police Department but transition work to a non-sworn position such as a social worker.

This position request for a Community Outreach Professional would satisfy this Policing Task Force recommendation. Our community will only see a reduction of community concerns when there are resources deployed specifically in our downtown area on a daily basis.

Conclusion

The Wausau PD is requesting authorization to create a permanent 1.0 FTE non-sworn position to expand upon and carry out the objectives previously assigned to the temporary Housing Task Force Officer in a new position called the Community Outreach Professional. If approved by the Human Resources Committee, we will take this request to the Finance Committee and ask it be funded through 2024 with ARPA funds.

Thank you,

Benjamin Bliven
Chief of Police

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



JOB DESCRIPTION

Community Outreach Specialist

Job Title:	Community Outreach Professional	Reports To:	Detective Lieutenant
Department:	Police	FLSA Status:	Non Exempt
Division:	Patrol	EEO Code:	
Salary Grade:	17	Occupational Code:	
Employee Group:	General Employee	Training Category:	
Created:	April 2022	Last Revision:	

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

To identify, support, advocate, and assist with services and housing for unsheltered individuals in the Wausau community. This position is responsible for direct street outreach activities.

Essential Duties and Responsibilities

1. Regularly visit and canvas areas where unsheltered individuals live. Develop working relationships with unsheltered individuals to foster support and encourage participation in programs and resources.
2. Give regular and status updates to elected officials and presentations to community groups regarding challenges faced by unsheltered individuals and their impact on the community and other related topics.
3. Assist community members with connections to resources to aid unsheltered individuals and other at risk or marginalized community members.
4. Facilitate the use of community resources by unsheltered by removing barriers.
5. Develop extensive knowledge regarding community resources available in the Wausau area.
6. Represent the City of Wausau in collaborative community initiatives to support unsheltered individuals and other at risk or marginalized community groups, providing leadership on these initiatives as needed.
7. Establish and maintain strong partnerships with community organizations who service the unsheltered population.
8. Educate community members, community groups, and elected officials about the experiences and needs of unsheltered individuals.
9. Assist and consult with police personnel in contacts with unsheltered individuals
10. Maintain computerized log of activities through the CAD system.

Education and Experience Requirements

- Associates degree in social work, psychology, sociology, or other related field required. Bachelor's Degree in these fields preferred.
- Valid Wisconsin driver's license and safe driving record required.

- Two years of professional work experience providing direct service to at-risk, marginalized populations is preferred.
- A combination of education and experience may be considered.

Knowledge, Skills and Abilities

Basic Level – Word, Excel

Proficient use of software systems specific to departmental functions.

1. Advanced knowledge of community resources and appropriate methods of access
2. Skill in developing positive relationships with community members who are unsheltered, have mental health and AODA diagnoses, and chronic health conditions
3. Ability to work independently without regular supervisory oversight
4. Ability to communicate effectively both orally and in writing with the general public, other city employees, department heads, elected officials and other community leaders with courtesy and tact
5. Ability to speak and present publicly in front of large groups
6. Ability to understand, define, and solve problems
7. Ability to think quickly, maintain professionalism and adapt to stressful and/or traumatic situations
8. Ability to use good judgment and problem solving skills
9. Ability to plan work and establish priorities
10. Ability to work a flexible schedule, including nights and weekends, on occasion as needed
11. Ability to prepare and present reports

Physical and Working Environment

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Frequent local travel operating a City vehicle.

Ability to work in environments with periodic disagreeable working conditions including upset customers, traffic noise, dirt, cold and dampness from working in a variety of weather conditions.

Light work with frequent standing and walking, ability to lift and carry objects weighing up to 40 pounds.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.