

Finance and Labor Relations Committee
Regular Meeting
Thursday, April 8, 2021 at 6:00 p.m.

Due to the COVID 19 orders of social distancing this meeting will be held virtually at:
<https://meet.google.com/ngu-pcnx-vxa> or by phone at (US) +1 224-458-3254 PIN: 673 073 595#

Agenda and materials can be found at:
https://www.ci.evansville.wi.gov/city_government/public_agendas_minutes/finance_and_labor.php

AGENDA

1. Call to order.
2. Roll call.
3. Approval of Agenda.
4. Motion to waive the reading of the minutes of the March 4, 2021 regular meeting and to approve them as printed.
5. Citizen appearances other than agenda items listed.
6. Motion to accept the March 2021 City bills as presented in the amount of \$***** (to be distributed)
7. New Business:
 - A. Motion to recommend to the Common Council approval of modified General Custodian position description.
 - B. Motion to recommend to the Common Council approval of the Employee Assistance Program (EAP) renewal agreement.
8. City Administrator/Finance Director Report. (placeholder)
9. Unfinished Business:
10. Meeting Discussion:
 - A. Next regular meeting May 6, 2021 at 6:00 p.m.
11. Adjourn
12. **Rick Cole, Chair**

Requests for persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office by calling 882-2266 with as much advance notice as possible.

Please turn off all cell phones while the meeting is in session. Thank you.

Finance and Labor Relations Committee

Regular Meeting

Thursday, March 4, 2021 at 6:00 p.m.

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MINUTES

- 1) **Call to order.** Cole called the meeting to order at 6:00 pm.
- 2) **Roll Call:** Members present: Alderpersons Rick Cole, Joy Morrison and Dianne Duggan. Others present: Mayor William Hurtley and Treasurer/Utility Accountant Julie Roberts.
- 3) **Approval of Agenda.** Duggan made a motion, seconded by Morrison to approve the agenda as presented. Motion approved 3-0.
- 4) **Minutes.** Morrison made a motion, seconded by Duggan to waive the reading of the minutes of the February 4, 2021 regular meeting and to approve them as printed. Motion approved 3-0.
- 5) **Citizen appearances.** None.
- 6) **Bills.** Duggan made a motion, seconded by Morrison to accept the February 2021 City bills as presented in the amount of \$4,440,790.46. Motion carried 3-0 on roll call vote.
- 7) **New Business:**
 - a) **Motion to recommend to the Common Council approval of Resolution #2021-02 for an increase in the Operator's License fee**

Morrison made a motion, seconded by Duggan to recommend to the Common Council approval of Resolution #2021-02 for an increase in the Operator's License fee. Motion carried 3-0.
 - b) **Motion to recommend to the Common Council approval of Resolution #2021-04 amending the 2020 Budget.**

Duggan made a motion, seconded by Morrison to recommend to the Common Council approval of Resolution #2021-04 amending the 2020 Budget. Roberts discussed the Budget amendment and the impact amending the General Fund budget for 2020 could have on the expenditure restraint payment. Motion Carried 3-0.
- 8) **City Administrator/Finance Director Report.**

Roberts shared that a new Utility Billing Clerk will be starting on Monday, March 8th.
- 9) **Unfinished business:**
 - a) **Motion to recommend to the Common Council approval of Department of Public Works Mechanic Job Description.**

Cole made a motion, seconded by Duggan to recommend to Common Council approval of the Department of Public Works Mechanic job description. Some minor wording changes were made along with a deletion at the top of the second page. "The ability to think outside the box" was removed. Motion carried 3-0.

10) **Meeting Discussion:** The next regular meeting will be held virtually April 8th, 2021 at 6:00 p.m.

11) **Adjourn:** Morrison made a motion, Duggan seconded by to adjourn at 6:37p.m. Motion passed 3-0.

Respectfully Submitted
Julie Roberts – Treasurer/Utility Accountant

**GENERAL CUSTODIAN
POSITION DESCRIPTION**

General Statement of Duties:

The General Custodian - is responsible for the general maintenance and sanitation of all public buildings, grounds and other facilities City Hall and the Police Department.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by and reports to the Municipal Services Director and reports to the Public Works Foreman City Administrator. The primary service locations are the Police Station and City Hall.

Examples of work (illustrative only):

Building Maintenance:

- Performs light maintenance duties to public buildings including but not limited to; light bulb replacement, replacing switch/outlet plates, furnace filter replacements and check downspout placement.
- Is responsible for providing contractors and service representative's access to City buildings for the purpose of repair and inspection.
- Occasional projects like: sanding, staining and sealing of wood work, painting; or the replacement of accessible fixtures.

Grounds Maintenance:

- Performs basic duties like mowing grass, removing snow, weed control, flower bed maintenance, washing buildings within historic maintenance guidelines on applicable buildings, and small paint jobs on outdoor facilities.
- Assists Public Works General Labors on applicable tasks as the schedule provides or during an emergency situation.

Sanitation

- Removal of trash from assigned buildings on a set schedule
- Cleaning of floors through vacuuming and moping on a regular basis.
- Shampooing of carpet or heavy scrubbing/stripping and polishing of floors will be scheduled from time to time.
- Cleaning windows on a set schedule.
- Cleaning toilets, sinks, and urinals on a daily basis
- Sanitizing common areas like counter tops daily.
- Dust frequently, including the tops of appliances, shelves, air vents, exhaust fans, light fixtures and more.
- On a pre-arranged schedule with the occupant; deep cleaning offices including the moving of furniture, files, boxes and more
- Scheduled wiping of walls, doors and more.
- Order and restock cleaning supplies, stock sanitary supplies, replace hand towels, toilet paper as needed and replenish air fresheners.

Required Knowledge, Skills, and Abilities:

- Ability to use small tools, including power tools.
- General knowledge of chemical handling and safety
- Knowledge on the use of custodial equipment like, but not limited to mops, floor scrubbers, carpet shampooers, vacuums, and dusters:
- ~~Minimum of being able to obtain certification in CPR, AED operations and first aid.~~

Job standards (acceptable experience, training and education):

- Graduation from high school or GED equivalent.
- ~~Any equivalent combination of the above experience, education, and training which provides the knowledge, skills and abilities required for this position and satisfy the job standards.~~
- Due to the access to the Police Station, the ability to pass a basic criminal background check and drug screen is required. Adherence to confidentiality is mandatory. Length of time and nature of any previous conviction shall be considered when determining eligibility.

Work Environment:

~~Working occasionally in outside elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants. Standing, walking, working and driving around or within moving traffic. Working with potentially hazardous or flammable chemicals.~~

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods occasionally. ~~Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance.~~ Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. ~~Job related tests may be required.~~

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the General Custodian does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance & Labor Relations 10-08-2020
Amended by Finance & Labor Relations 04-08-2021

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____

Date: _____



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Employee Assistance Program (EAP) | RENEWAL AGREEMENT

This Employee Assistance Program (EAP) Agreement ("Agreement") is between **City of Evansville, WI** ("Client") and **EMPLOYEE SERVICES, INC. dba ESI EMPLOYEE ASSISTANCE GROUP**, a New York corporation, 55 Chamberlain Street, Wellsville, New York 14895 ("ESI") for ESI to provide the benefits described herein for employees of Client effective **2/1/21-1/31/22**.

I. Productivity Solutions

With employees losing an average of over 3 weeks of productivity each year, addressing productivity losses is critical. Our entire focus is on providing the most comprehensive benefits to make the largest possible impact on improving employee lives and reducing lost productivity cost. We offer more than twice the benefits of other EAPs. Employees of Client and their household members including children up to age 26 who do not reside with employee are referred to herein as Members.

- **Unlimited Telephonic Counseling:** Members speak directly with our professional staff counselors 24 hours a day via a toll-free number. Every counselor has a Master's or Ph.D. degree. Staff counselors provide direct in-the-moment counseling when a Member calls and act as case managers when referrals are made to local counselors or other work-life or wellness resources, overseeing each case to its ultimate closure – regardless of the amount of time involved in assisting the Member.
- **Face-to-face Counseling Sessions per Issue:** Up to **3**
Members are eligible for telephonic counseling and short-term, in-person counseling.
- **Work/life Benefits:** Benefits offered to assist Members with a wide variety of issues including Legal, Financial, Caregiver, Adoption, Special Needs, Personal Assistant, Tools for Tough Times and Pet Help.
- **Lifestyle Benefits:** Menu of value-added wellness services designed to enhance a Member's quality of life – discounts vary by season and location.
- **Wellness Resource Center:** Includes the latest, most reliable articles, videos and self-assessments for dealing with stress, diet, fitness and smoking.

II. Engagement Solutions - Peak Performance Benefits

ESI is the only EAP to offer Peak Performance Benefits - an entire menu of coaching programs, self-help resources and training to stimulate employee engagement. These benefits are designed to improve the performance of not just some but all of your employees. ESI also provides Hiring, Onboarding and Employee Engagement Resource Centers for HR, managers and supervisors. The result: Employees report improved personal and professional performance at work and at home; and overall employee engagement is improved.



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- **Personal and Professional Coaching:** One-on-one telephonic coaching from Certified Coaches combined with structured, online trainings. Coaching is delivered by Masters or Ph.D. level Coaches in scheduled telephonic coaching sessions to review key concepts of the trainings and implementation of skills. Coaches use a solution-focused approach to improve current and future performance.
- **Wellness Coaching:** Members have unlimited coaching assistance from an integrated team of Certified Wellness Coaches and Behavioral Health Clinicians for the mental and emotional challenges each employee must overcome to improve their physical health.
- **Information Resource Benefits:** 25,000 Self-Help Resources – Tools, Assessments, Financial Calculators, Video Library, and Articles for thousands of topics.
- **Online Training and Personal Development:** Includes over 8,000 online personal and professional development trainings to help employees balance their work and personal life.
- **Recruiting, Hiring, Interviewing, Onboarding, and Employee Engagement Resource Centers:** Extensive array of articles and Web resources from leading experts.

III. EAP Administration - Orientation and Engagement

An employee assistance program that is not used is not useful. Utilization begins with employee awareness. A well-planned installation and continued awareness campaigns will have a direct impact on the level of engagement. ESI provides comprehensive employee orientation and communications.

- **Automated Digital Communication (ADC):** Proprietary Automated Digital Communications (ADC) system allows ESI EAP to engage in periodic email communications with Members. Utilization is the key to maximizing the effectiveness of your EAP by helping employees to resolve issues and distractions that hinder productivity.
- **EAP Mobile App:** Members have the convenience and privacy of 24/7 access to all EAP benefits and services at their fingertips wherever they go via the EAP smartphone app.
- **EAP Ongoing Communication & Engagement:** ESI provides a wide variety of high-quality video, hardcopy and electronic materials to promote continued awareness and maximize engagement of the program. The continued awareness campaign includes Brochures, Wallet Cards, Posters, Monthly Newsletters, Table Top Displays, Topical Flyers, Video Presentations, and New Benefit Announcements.
- **EAP Member/Employee & Supervisor Orientation:** ESI provides comprehensive employee and supervisor orientations via web conference meetings, online orientation videos, and onsite group meetings.



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IV. Manager, Supervisor and Human Resources Services

ESI offers an entire menu of management-focused employee assistance services to help deal with important compliance and liability issues.

- **Trauma Response & Resources:** Provides consultation with our counselors and grief and loss resources for managers and Members. Responses include on-scene deployment, telephonic counseling and private counseling as well as group debriefings.
- **Unlimited Administrative (Mandatory) Referrals:** Formal process to address employee policy violations and unacceptable job performance that could be improved through Coaching and Training.
- **Unlimited HR Consultations w/ SPHR's:** Managers may contact our clinical staff or our certified SPHRs (Senior Professionals in Human Resources) for counsel on human resource and complex employee issues.
- **Supervisor Resource Center:** Forms, policies, articles and other tools designed to help develop people management best practices. Key topics include Recruiting, Hiring, Interviewing, Onboarding, Employee Engagement, FMLA, Workplace Violence and Harassment Prevention.
- **HR Web Café:** Workplace blog about employment issues, people matters and work trends.

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V. ESI Accountability

- **Activity Reports:** ESI generates detailed online EAP statistical reports on a monthly basis. Due to confidentiality, clients with less than 25 employees will not have access to an activity report.
- **Quality Assurance Program:** ESI maintains a rigorous Quality Assurance Program. Key elements include Proprietary Network, Provider Review, Member Satisfaction Research, Peer Review, Weekly Clinical Staff Meetings, Clinical Supervision and Immediate Problem Resolution.
- **Confidentiality:** Confidentiality is always maintained except in cases where there is a legal obligation to intervene, such as in the case of child or elder abuse, a serious threat of harm to self or others, or threats of workplace violence.



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VI. Optional Services

- **Employee Engagement Program – Best Practice Learning Center and Training Consultant: No**
The ESI Engagement Program is an **optional benefit** designed to meet the needs of organizations focused on improving employee engagement, professional development and productivity. It includes an online Best Practice Learning Center to assist managers and supervisors in developing recruiting & interviewing, onboarding & development and employee best practices. The program is supported by a dedicated ESI Consultant, who assists in creating a tailored training curriculum using over 8,000 personal and professional trainings, to meet your organization's needs
- **GCN Compliance Training: No**
ESI has partnered with Global Compliance Network (GCN) to offer online compliance training to our Member organizations at a **discounted rate**.

VII. Force Majeure

ESI's inability to perform any of the obligations provided in this Agreement due to (i) an act of God, such as earthquake, hurricane, tornado, flooding or other natural disaster; (ii) unavailability or interruption or delay of transportation, telecommunications, internet, cable, or third-party services; (iii) failure of software; (iv) inability to obtain supplies or power used in or equipment needed for provision of the services; (v) labor strikes, riots, insurrection, war; or (vi) other significant factors that are beyond ESI's reasonable control ("Force Majeure Event(s)") shall not be deemed a breach of this Agreement. In the event of Force Majeure Event(s), ESI shall make every reasonable effort to minimize delay of performance.

VIII. Execution of Documents

This Agreement and all related documents may be executed by the parties in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. The exchange of executed copies of this Agreement and related documents and of signature pages by facsimile transmission and/or by electronic mail in Portable Document Format ("PDF") or similar format shall constitute effective execution and delivery and may be used in lieu of the original documents for all purposes. Signatures of the parties transmitted by facsimile and/or by electronic mail in PDF or similar format shall be deemed to be their original signatures for all purposes.



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IX. Fees and Payment

- A.** The total number of employees covered under this Agreement is **66**.
- B.** Employer agrees to pay ESI the sum of **\$3,850.00** for **2/1/21-1/31/22**.
- C.** The annual fee includes all employees and their household members, as well as children up to age 26 who do not reside with the employee.
- D.** Payment of the **Annual** premium is due upon receipt of the invoice.
- E.** Flat Rate listed above covers a census of 51 to 100. Contract rate will be modified if census moves outside of this range.
- F.** Trauma Responses available at **\$250.00** per hour plus travel time.
- G.** DOT required Substance Abuse Evaluations - **\$850.00** each.

X. Entire Agreement

This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter of this Agreement, and supersedes any prior understandings or written or oral agreements between the parties with respect to the subject matter of this Agreement.

EMPLOYEE SERVICES, INC.

City of Evansville, WI

Diane Dunbar

 Diane Dunbar, President & Chief Operating Officer

 Authorized Signature

2/15/21

 Date

 Date

Invoice



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Invoice No.: 42166
Invoice Date: Feb 15, 2021
Contract Period: 2/1/21-1/31/22
Due Date: Feb 1, 2021

Phone: 585-593-9870

Fax: 585-593-5719

Customer ID#: 4117

Sold To:

City of Evansville, WI
31 S. Madison Street
PO Box 529
Evansville, WI 53536
Attention: Melanie Crans

Employee Assistance Program

Description	Total Price
EAP Services from 2/1/21-1/31/22	3,850.00

Late Fee: 1.5% (18% annually) on unpaid invoices after 30 days.

Make checks payable and send to:

ESI
55 Chamberlain St.
Wellsville, NY 14895

TOTAL INVOICE

3,850.00

Comparing EAP Purchase Options



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Traditional EAP

- Counseling and work/life services



ESI Problem Solving Benefits

More counseling and work/life services than any EAP—every person who calls is treated immediately by a clinical counselor/not a phone operator.

ESI Employee Assistance Group



Peak Performance Benefits

- Personal and Professional Coaching & Training improves productivity
- Certified Financial Coaching
- Certified Wellness Coaching improves health status
- Compliance Training



About 5% of employees access services



Over 15% of employees access services

BOTTOM LINE

300% more employees (15% vs 5%) resolve problems and improve performance than those served by a traditional EAP.



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Hello,

All of us at ESI are excited to start a new year serving you and all employees of City of Evansville, WI.

During the last year, we have continued to focus on enriching the benefits we bring to your organization.

Our Peak Performance Employee Development Benefits have been expanded to include our ESI Online Training Center, providing **over 8,000 online trainings** in easy-to-use formats, as well as compliance and safety trainings. We've also added the Lifestyle Savings Benefit offering thousands of specially negotiated deals, discounts, and perks from popular national brands. And our Certified Coaching continues to be a popular benefit.

We pledge to make every effort to deliver the best possible service to you and your employees.

To help complete the renewal process, we've enclosed a renewal tool kit. You'll find:

- Your renewal contract (please sign and return the **Fees and Service** page – we have enclosed a return envelope for your convenience)
- Your renewal invoice
- Communication materials that you can use to promote EAP benefits to your employees

If you need additional employee communication materials, you can email Jessica Hill:

JessicaHill@theEAP.com or give her a call at 800.535.4841 Ext. 100.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Patricia M. Reardon".

Patricia M. Reardon

Vice President, Client Service

800.535.4841 Ext. 607 | pattyreardon@theEAP.com

Legal Benefit from your EAP



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ESI has an innovative benefit designed to help Members with personal legal concerns:

- Wills
- Traffic Violations
- Criminal Cases
- Divorce
- Child Custody
- Probate Issues
- Bankruptcy



How to Access The Legal Benefit



Access the EAP Online Legal Library

1. Call **800.252.4555** or **800.225.2527**
2. Describe your issue to the EAP Counselor
3. You will be connected with an attorney
4. There is no charge for your initial phone consultation (*up to 30 minutes*)
5. If you need to hire an attorney, you will be referred to a local independent lawyer specializing in your area of concern.
6. The billable hourly rate is discounted by 25%
7. Entire legal library available on the EAP website includes Will templates, contract samples and more.

1. Log on to **www.theEAP.com**
2. Click the **Employee & Family Login**
3. If you have already created a User Name and Password, simply enter that info in the appropriate boxes. **If you have not registered, complete steps 4-7.**
4. Click on **REGISTER HERE**
5. Enter your **Employer's name** and click **Continue.**
6. Your employer's name will appear; select the button and click Continue.
7. Fill out the Registration Form and create your own User Name and Password, then click Continue. **You only need to register once.**
8. Click the **Legal icon** and explore.

Exclusions: The legal benefit is not available for issues related to employment, corporate law or medical concerns.

www.theEAP.com | 1.800.252.4555

More Benefits, Better Results than any other EAP.

Your EAP can help with virtually every area of life



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PERSONAL

Personal Stress
Anxiety
Alcohol Abuse
Drug Addiction
Depression
Medical Conditions
Grief/Bereavement
Gambling
Weight Control
Anger
Chronic Pain/Illness

Eating Disorders
Life Transitions
Pregnancy/Post Partum
Personal Trauma
Sexual Concerns
Domestic Violence
Learning Disabilities
Smoking
Men's/Women's Issues
Nutrition



FAMILY & RELATIONSHIPS

Marital
Parenting
Caregiving
Childcare
Eldercare
Education Planning
Adoption
Family Pets
Special Needs Child
Blended Families

Teen Issues
Domestic Partners
Physical Abuse
Family Relocation
Sandwich Generation
Military Life/Separation
Disaster Preparedness
Communication
Keeping Children Safe



FINANCIAL & LEGAL

Debt
Credit Card Issues
Financial Loss
Bankruptcy
Budgeting
Retirement Planning
Wills & Trusts
Real Estate Law
Car Buying
Immigration
Divorce
Civil Suits

Criminal Law
DUI/DWI
Landlords & Tenants
Homeowner Concerns
Taxes
Insurance
Consumer Law
Contracts
Personal Injury
Child Custody
Social Security



WORK & CAREER

Employee Conflict
Work Related Stress
Coaching
Supervisor Conflict
Team Development
Career Planning
Management Skills
Supervising Others

Time Management
Skills Development
Project Management
Motivating Self & Others
Valuing Diversity
Managing Change

800-252-4555