

March 17, 2009

The Testing and Recruiting Committee of the Board of Fire and Police Commissioners was held on the above date, commencing at 3:35 P.M. in Room 405 of City Hall.

PRESENT: Commissioners: Ernesto A. Baca, Chair
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ALSO PRESENT: Michael G. Tobin, Director, Fire and Police Commission (FPC)
David Heard, Community Relations Manager (FPC)
Kristen Kappelman, Research Analyst (FPC)
Maria Monteagudo, Director, Department of Employee Relations (DER)
Sally McAttee, Human Resources Manager (DER)
Michelle Stein, Human Resources Representative (DER)
Luis Gonzales, Sergeant, Milwaukee Police Department (MPD)
Val Williams, Personnel Administrator (MPD)
Pamela Roberts, Personnel Officer (MPD)
Anne E. Schwartz, Public Relations Manager (MPD)
Debra Weber, Battalion Chief, Milwaukee Fire Department

The Committee approved the minutes from the February 17, 2009 meeting.

The Committee received an update from three of the Milwaukee Police Department (MPD) sub-committees. The chair of the hiring sub-committee, Val Williams, indicated that the purpose of this sub-committee was to make recommendations on ways to improve or enhance the hiring process. Maria Monteagudo pointed out the need for the hiring sub-committee to understand the testing process as it exists. DER will arrange for a presentation to the hiring sub-committee on the current hiring process.

The branding sub-committee chair, Anne Schwartz, presented a draft of the branding campaign for the Police Department created by Cramer-Krasselt. There was some discussion on whether the department brand should be connected to recruiting. Commissioner Baca suggested that the branding campaign should include language encouraging people to join the Police Department.

The recruiting initiatives sub-committee chair, Pamela Roberts, shared the committee's goals and objectives and the need for dedicated recruiters. Commissioner Baca strongly recommended that the chair of every sub-committee be invited to the meetings of all the other sub-committees. If the chair is unable to attend, send a designee. It is important that all of the sub-committees are aware of what the others are doing.

Michelle Stein gave an update on the Police Aide application process. A total of 417 applications for Police Aide were received. After reviewing the applications for the minimum requirements, 330 applicants were invited to the written exam. The majority of applicants applied online and heard about the Police Aide recruitment from City employees. Michael Tobin commended police recruiters Sergeants Gonzales and Kelly on their recruiting efforts and the increase in the number of applications over the previous recruitment.

Sally McAttee informed the Committee that 1,636 Firefighter applicants were invited to the oral interview and 1,240 appeared. Those interviews were video taped and are in the process of being rated. There are 15 two-member panels rating the oral interviews. The goal is to present the Firefighter eligible list to the April 23, 2009 FPC meeting. Around 150 candidates from the top of the eligible list will begin the 8-week orientation for the physical ability test (CPAT) on May 4 and 5, 2009. The CPAT will be administered on June 29 and 30, 2009.

Maria Monteagudo presented a 32-page report commonly referred to as the applicant flow. The report tracks applicants through each component of the selection process beginning with the number of applicants who applied and the number lost in each stage of the process. Ms. Monteagudo noted the high number of applicants who choose not to continue the process for Police Officer after applying. The report contained applicant flow for the positions of Police Officer, Police Aide, Lieutenant of Detectives, Lieutenant of Police, Police Dispatcher, Audiovisual Specialist, Electronic Technician Assistant, and Heating and Ventilating Mechanic in the MPD. In the MFD, it contained limited information on Firefighter because the process is on-going, but included information on the positions of Fire Captain and Heavy Equipment Operator. This type of report will be prepared and presented to the FPC annually.

Commissioner Baca related that this report was an excellent analysis of DER's testing activity for the FPC. The Testing and Recruiting Committee is appreciative of the time and effort that was spent in preparing the report and requested that a copy be sent to the Board, to the Chief of each department, and to the sub-committee chairs. It is hoped that this report will assist the various Police Department sub-committees in formulating and fine-tuning their goals and objectives.

The meeting concluded at 5:30 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "David L. Heard".

David L. Heard
Community Relations Manager

DLH:mk