



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, OCTOBER 13, 2020, 4:30 PM

Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION

I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. ROLL CALL.

I. Members: Ald. Bill Galvin, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Brian Johnson

Present: Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

Others present: Ald. Mark Steuer, Ald. Lynn Gerlach, Finance Director Diana Ellenbecker, Interim Development Director Cheryl Renier-Wigg, Assistant Fire Chief Rob Goplin, Chief Building Official Paul Van Calster, Human Resources Director Joseph Faulds, Housing Administrator Jayme Valentine, HR Operations Manager Melanie Falk and others.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Brian Johnson, seconded by Ald. Veronica Corpus-Dax to approve the agenda.
Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from September 29, 2020.

Moved by Ald. Brian Johnson, seconded by Ald. Barbara Dorff to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

E. REGULAR BUSINESS.

I. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

a. Building Inspector - Community & Economic Development

b. Neighborhood Compliance Inspector - Community & Economic Development

c. Parking Maintenance Technician (PMT) - Public Works

d. Administrative Clerk - Community & Economic Development

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

F. INFORMATIONAL.

I. Report of routine personnel actions for regular employees.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to receive and place on file. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

2. Next meeting date: November 2, 2020

G. ADJOURNMENT.

Moved by Ald. Brian Johnson, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, No- None, Abstain- None

VERBATIM MINUTES

- Our need of more services and then need a little bit of more help staying on track right, and keeping their units paid for and what not. So we really needed more than just the straight kind of secretary position. We needed someone at a little higher bit level that can help with assisting on the social work side of things, helping with applications, helping with that higher level, I guess, of tenant assistance. So that's why we're looking to increase that level, that position up like one level to our resident services coordinator. We have one resident services coordinator now. So this is really we'll have two resident services coordinators. They both can handle the things that the clerk typist three was handling, which is phone and tenant assistance. So we won't be at a loss for that service by eliminating that position. But we will be able to do more things than we would with the old position. Jamie Valentine is our housing administrator. Jamie, did I miss anything?
- I think you covered everything. Thank you, if anybody has any more questions.
- And I think the biggest thing I was going ask you which you already did which was, we do already have another person in a similar position. And so when we look at the shift of responsibility, they'll just sort of absorb the administrative functions that previously existed and add on some additional responsibilities, is that correct?
- That is correct.
- Okay, that's all I needed, thank you.
- I would have to add that, those positions there aren't simply like an RA in college, integral to the operation of the facility there, especially with COVID and the impact that's had on some of the tenants service year, or like Cheryl was talking about that transition is very difficult and to make them successful, it's best to have people in there that can handle, all the different aspects of the job and having to pull bumps, make it that much more successful. All right, so we had a, a motion to accept in a second. All those in favor, say aye.
- Aye.
- Aye.
- To access the informational, does anyone have any questions for staff on the report of routine personal actions for regular employees? Does anyone have any comments or concerns about our next meeting date of November 2nd? I'll entertain a motion on the information item F informational.
- Till we see the place on file? I'll accept that. Corpus-Dax you have a questioning look on your face.
- Just thinking November 2nd, Monday director when your wig is, do you recall planning is November 2nd?
- That's joint finance and personnel, that's the budget meeting.
- That's right, okay.
- So you have to be there. You have to be there.
- Right and the next day is the election. So we're not having any committee meetings on that day. So yeah, that'll be a fun day, looking forward to it.
- And that is planned commission. So we may have to do some switcheroo on some questions.

- Good idea. Good idea, yeah, all right.
- Alright, so I'll entertain a motion.
- Second.
- Oh, wait. Yeah, I had an emotional response.
- Oh, I did say received a place about, we vote on that. Okay.
- One second.
- All those in favor say aye.
- Aye.
- Aye, that passes immensely a motion to adjourn.
- The motion to adjourn. Oh okay, motion and the second. All those in favor.
- Aye.
- Aye.
- Aye.
- Stay up Falk soon, do you want us back?
- Five minutes.
- Yeah, five minutes will be good.
- All right. See everybody in five minutes.
- Thank you.