



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, JUNE 4, 2024, 4:30 PM

In person at City Hall, Room 207.

Immediately following Finance Committee

Virtual attendance also available via Zoom.

A. ZOOM MEETING INFORMATION.

- I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVTUkYkdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

Passcode: 298054

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. ROLL CALL.

Present: Brian Johnson, Kathy Hinkfuss, Jennifer Grant

Excused: Bill Galvin

Others Present: Ald. Jim Hutchison, Finance Director Diana Ellenbecker, City Attorney Joanne Bungert, Asst. Finance Director Linda Chosa, Attorney Geoff Lacy of Renning, Lewis and Lacy, Asst. City Attorney Lindsay Mather, Human Resources Manager Melanie Falk, Human Resources Generalist Jen Smits and others.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve the agenda.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

D. APPROVAL OF MINUTES.

1. Approval of the Minutes from the May 15, 2024, Personnel Committee meeting.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

E. REGULAR BUSINESS.

1. For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Financial Analyst
 - b. Erosion Control Specialist
 - c. Human Resources Assistant

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to consider items a, b and c together.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve all the requests to fill and all subsequent vacancies resulting from internal transfers.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

2. For consideration with possible action on the request from Ald. Wery for the City to return to the process of department heads being confirmed every two years by the City Council, instead of being permanently appointed.

The Committee may convene in closed session pursuant to Section 19.85(1)(c) Wis. Stats., for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to enter closed session.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to return to open session.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss to receive and place on file.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

F. INFORMATIONAL.

1. Report of Routine Personnel Actions

2. Next Meeting: June 18, 2024

G. ADJOURNMENT.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to adjourn.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.