



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, JULY 23, 2024, 4:30 PM

In person at City Hall, Room 207.

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: Kathy Hinkfuss, Bill Galvin, Jennifer Grant

Excused: Brian Johnson

Others Present: Alder Bill Morgan, Public Works Director Steve Grenier, City Attorney Joanne Bungert, Fire Chief Matthew Knott, Park, Recreation and Forestry Director Dan Ditscheit, Police Chief Chris Davis, Chief of Operations Joseph Faulds, Conservation Corps Coordinator Maria Otto, Human Resources Manager Melanie Falk and others.

C. APPROVAL OF THE AGENDA.

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

Motion Passed.

Yes- Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

D. APPROVAL OF MINUTES.

- I. Approval of the Minutes from the June 18, 2024 Personnel Committee meeting.

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

Motion Passed.

Yes- Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

E. REGULAR BUSINESS.

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

- a. Engineering Tech

- b. Assistant City Attorney

- c. Assistant Fire Chief

- d. Senior Animal Keeper

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

Motion Passed.

Yes- Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve the request to fill the Assistant City Attorney position and all subsequent vacancies resulting from internal transfers.

Motion Passed.

Yes- Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve the request to fill the Assistant Fire Chief position and all subsequent vacancies resulting from internal transfers.

Motion Passed.

Yes- Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve the request to fill the Senior Animal Keeper position and all subsequent vacancies resulting from internal transfers.

Motion Passed.

Yes- Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

2. For consideration with possible action to reclassify a vacant Word Processor position to a Records Clerk position and approval to fill the Records Clerk position.

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

Motion Passed.

Yes- Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

3. Request to add a Community Corps Assistant position to the Park Department's table of organization, Starting August 1, 2024, contingent upon the Finance Committee and City Council accepting the AmeriCorps Grant.

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

Motion Passed.

Yes- Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

F. INFORMATIONAL.

1. Report of Routine Personnel Actions

2. Next Meeting: August 13, 2024

G. ADJOURNMENT.

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

Motion Passed.

Yes- Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.