



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 8, 2025, 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: Bill Galvin, Kathy Hinkfuss, Jennifer Grant

Excused: Brian Johnson

C. APPROVAL OF THE AGENDA.

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.

D. APPROVAL OF MINUTES.

- I. Approval of the Minutes from the March 11, 2025 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. Business Support Specialist
 - b. Custodian
 - c. Account Clerk II
 - d. Time Clerk
 - e. Operator I
 - f. Civil Engineer

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to suspend the rules and take items IA through IF together.

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 requests to fill 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 on the request to reclassify a Records Clerk position to a Public Records Specialist position and approval to fill the Public Records Specialist position.

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.

F. INFORMATIONAL.

- I. Report of Routine Personnel Actions
2. Next Meeting: April 29, 2025

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.