

## PERSONNEL COMMITTEE

January 11, 2021 - 6:20 PM

Join Zoom Meeting

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Meeting ID: 831 3015 3131

Passcode: 969170

Dial by your location

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## MINUTES

### Discussion and Possible Action on:

#### 1. Roll Call

Present: Alderpersons Shorr, Dalton, Nebel, Zarazua, Leek

Others Present: Mayor Wiza; City Attorney Beveridge; Clerk Yenter; Comptroller/Treasurer Ladick; Alderpersons Jennings, Kneebone, Fishler, Johnson, Morrow; Chief Finn; Chief Zenner; Directors Kremer, Kernosky, Beduhn, Lemke; Finance Office Manager Freeberg; Alan Horvorka - SPJ; HR Manager Jakusz

#### 2. Notice of Employee Seeking Public Office

HR Manager Jakusz stated that per City Administrative Policy 1.10, employees are required to disclose their intent to seek election to a non-partisan office. Enclosed in the packet was a notice of such intent along with a copy of the related City Administrative Policy.

Ald. Thomas Leek **moved**, Ald. Mykeerah Zarazua seconded, to place this notification on file.

Call for the vote: ayes, all; nays, none; motion carried.

### **3. Amendment to Administrative Policy 2.07 - Temporary Assignment**

HR Manager Jakusz stated that when this policy was initially drafted, the Utility didn't have employees who received step-up pay. Director Lemke indicated that if the outcome of the Equipment Operator job description review results in the position being placed in a higher grade, this policy could impact employee at the Utility.

Ald. Cindy Nebel **moved**, Ald. Mykeerah Zarazua seconded, to approve the amendment to Administrative Policy 2.07.

Call for the vote: ayes, all; nays, none; motion carried.

### **4. Request to hire LTE (Limited Term Employee) to assist with Edgewater transition**

Included in the packet was a memo from Director Kernosky outlining the request. At this time it is unknown if we will be able to contract with Portage County or other organization for these services or, if we'll hire a limited term employee (LTE). This item is also included on the Finance Committee Agenda.

Ald. Polly Dalton **moved**, Ald. Cindy Nebel seconded, to approve hiring an LTE, or contracting with an outside agency at the discretion of Administration.

Call for the vote: ayes all, nays none; motion carried.

### **5. Update on Reclassification Request for Central Transportation position - Mobility Coordinator (information only; non-action item)**

HR Manager Jakusz stated this item is for informational purposes only and doesn't require action. Due to a recent vacancy in this position, the job description was re-visited and it was determined that the Travel Trainer duties could be added to the job description. As a result, this job description will be submitted for review for proper grade placement.

### **6. Adjournment**

Meeting adjourned at 6:33 p.m.