

PERSONNEL COMMITTEE MINUTES

THURSDAY, JANUARY 8, 2015 – 4:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Chairman Kupsik at 4:03 p.m.

Roll Call. Present: Aldermen Chappell, Hill, Kupsik, Hedlund, and Wall. Also in attendance: City Administrator Jordan, Mayor Connors, Chris Schultz, and Lee Szymborski.

Comments from the public limited to 5 minutes. None.

Approval of Personnel Committee minutes for November 20, 2014 and December 8, 2014, as prepared and distributed.

Wall/Hedlund motion to approve minutes as prepared and distributed. Unanimously carried.

Discussion/Recommendation regarding information provided by GovHR.

The Committee met with Mr. Szymborski from GovHR to discuss what the Committee was looking for in a new administrator, what the Committee wanted in the promotional brochure and the time schedule for the hiring process. It was decided to place the ad on January 19th. If all flows as expected, the new administrator should be hired in the last week of March. The new administrator would start 30 to 60 days after hiring depending on how much time he/she would have to give to their current employer.

Adjournment

Hedlund/Hill motion to adjourn at 5:22 p.m. Unanimously carried.

/s/ Dennis Jordan, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE