

PERSONNEL COMMITTEE MINUTES

THURSDAY, FEBRUARY 26, 2015 – 5:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Alderman Hill at 5:05 p.m.

Roll Call. Alderman Chappell, Alderman Hill, Hedlund, Wall. Arrived Late: Alderman Kupsik

Also Present: Lee Szymborski, with GovHR, City Clerk Waswo, Mayor Jim Connors, Comptroller Pollitt, City Administrator Jordan

Comments from the public limited to 5 minutes. None.

Approval of Personnel Committee minutes for January 8, 2015, as prepared and distributed.

Wall/Hedlund motion to approve minutes as prepared and distributed. Motion carried 4 to 0.

Discussion/Presentation on City Administrator hiring from GovHR consultant.

Lee Szymborski, GovHR, stated that there were over 50 applicants for the City Administrator position. Mr. Szymborski stated that half of the applicants are from Wisconsin and Illinois and the other half are from other areas around the country. The next step in the process will be to bring the list of 50 down to about 12 or so candidates, each to be interviewed by Mr. Szymborski via Skype for 1 hour. He would like to see if the candidates have thoroughly reviewed the recruitment brochure and would also like to find out if they have done any further research (reviewing meeting minutes, reading local newspaper articles, etc.). GovHR then has their Reference Specialists conduct two references on each one of the candidates that have spoken with Mr. Szymborski. Next, 8 to 10 portfolios will be presented to the Personnel Committee for review.

Alderman Hill asked if an initial background check is done by GovHR. Mr. Szymborski explained that a social media search will be performed as an initial cut.

Alderman Kupsik arrived at 5:15p.m.

Mr. Szymborski then explained that Administration Jordan currently attends meetings 2-3 nights a week as a staff liaison to the various committees. He wanted to know if that is the expectation of the next Administrator. City Administrator Jordan explained that early on he attended a number of committees at the request of the Mayor. As more committees have been added over the years, he continued to attend. Mr. Jordan feels that Department Heads are able to handle the meetings. Alderman Kupsik stated he would like the Administrator to attend the City Council meetings. Mr. Szymborski added that a number of the candidates are at a different stage in their lives than Mr. Jordan. They have young families and may not have the flexibility to attend all of the meetings. In looking at the long-term, a person may get burned out quickly if forced to attend as many meetings as Mr. Jordan does. Mr. Jordan stated that the average for most municipalities is 3-5 meetings per month. Mayor Connors stated that the standing committees would be a reasonable expectation. Mr. Szymborski continued by explaining that he has a number of “non-traditional” candidates such as military backgrounds, subdivision management, and candidates who have lost their jobs. Mr. Szymborski asked if he can continue to explore these candidates. The consensus was that these candidates should be explored depending on the situation.

Mr. Szymborski moved on to the calendar. He explained that originally interviews were to be conducted around the 27th of March. He is wondering if that is too ambitious. He suggested that the Personnel Committee should narrow down the 8-10 portfolios that he provides over the Easter/spring break. He suggested setting up interviews around the 10th of April.

The Personnel Committee decided to review the 8-10 portfolios on their March 26th meeting. Mr. Szymborski said he will mail the portfolios a few days prior to the meeting. Alderman Hill asked if they should schedule the interviews tentatively for April 10th. She asked how Mr. Szymborski felt about the applications that have come in. He stated that he believes there are some strong candidates. He asked the committee to think if they would like to bring in candidates from way out of state for the interview. Ms. Hill said that she would not have a problem with that. Mr. Szymborski explained that the in-person process would take about a day and a half. Mayor Connors asked that at the March meeting a discussion needs to be had to figure out what will be done in terms of administration before a candidate is hired. Comptroller Pollitt stated

that at the most recent Department Head meeting, each Department Head stated that they would not like to have a period of time without an Administrator. It was then decided that this item would be put on the Council agenda rather than the March Personnel agenda.

Adjournment

Hill/Chappell motion to adjourn at 5:42 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE