



PERSONNEL COMMITTEE MEETING

TUESDAY, MAY 27, 2014 – 5:30 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

1. **Meeting called to order by Chairman Kupsik at 5:30 pm**
2. **Roll Call**
Present: Kupsik, Wall, Taggart
Not Present: Hill & Chappell (both excused)
Also Present: Mayor Connors, Clerk Neubeck, Administrator Jordan
3. **Comments from the public limited to 5 minutes**
None
4. **Approval of minutes from April 24, 2014 as distributed**
Motion #1: Alderman Wall moved to approve minutes from the April 24, 2014 meeting as distributed, Chairman Kupsik seconded, and the motion passed unanimously.
5. **Discussion/Recommendation to accept Jackie Gregoles's letter to request to return to the Building & Zoning Administrative Assistant position**
Administrator Jordan explained Ms. Gregoles had difficulties acclimating to the Deputy City Clerk-Treasurer position. He suggested she return to her previous position at her previous pay.

Motion #2: Alderman Wall moved to accept Jackie Gregoles's letter to request to return to the Building & Zoning Administrative Assistant position, and Chairman Kupsik seconded.

Chairman Kupsik asked what the timeline would be for Ms. Gregoles to return to the Building and Zoning Administrative Assistant position.

Administrator Jordan replied it would happen as soon as possible.

Motion #2 passed unanimously.
6. **Discussion/Recommendation to reopen the search for Deputy City Clerk-Treasurer position**
Administrator Jordan suggested the Committee post the position as open until filled and advertise across a wide variety mediums.

Chairman Kupsik asked if the salary is enough to attract quality candidates.

Administrator Jordan replied it is in the ball park of similar positions.

Motion #3: Alderman Wall moved to reopen the search for the Deputy City Clerk-Treasurer position, Chairman Kupsik seconded, and the motion passed unanimously.

7. Adjourn

Motion #4: Chairman Kupsik moved to adjourn, Alderman Wall seconded, and the motion passed unanimously.

The meeting adjourned at 5:36 pm.

Tim Neubeck, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**