



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- [www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

**PERSONNEL COMMITTEE  
TUESDAY, OCTOBER 1, 2019 – 4:30 PM  
CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

**AGENDA**

1. Meeting called to order by Chairperson Proksa
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from the September 3, 2019 Personnel Committee Meeting
5. Discussion/Recommendation regarding City of Lake Geneva Employer Clinic
6. Discussion/Recommendation regarding central storage of the following personnel related files:
  - a. Applications/Resumes
  - b. Performance Reviews
  - c. Employee Handbook Acknowledgements
  - d. Copies of Certifications
  - e. Salary Change Forms
  - f. Copy of Driver Licenses for departments requiring license endorsements
7. Discussion/Recommendation regarding job descriptions for the positions of Beach Attendant and Beach Lead
8. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for: **Lead Financial Analyst/Treasurer & Human Resources/Benefits Specialist**
9. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session
10. Adjourn

*This is a meeting of the Personnel Committee.  
No official Council action will be taken; however, a quorum of the Council may be present.*

cc: Aldermen, Mayor, Administrator, Attorney, Media