



PERSONNEL COMMITTEE MEETING

WEDNESDAY, APRIL 2, 2014 – 4:30PM

CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. Meeting called to order by Chairman Kupsik at 4:00pm.

2. Roll Call

Present: Kupsik, Wall, Taggart, Kehoe, Hill

Also Present: Clerk Neubeck, Administrator Jordan, Mayor Connors, Comptroller Pollitt, Police Chief Rasmussen, and Building & Zoning Administrator Robers

3. Comments from the public limited to 5 minutes

None

4. Recommendation to hire a Parking Clerk

Administrator Jordan explained the current Parking Clerk, Christina Oster, accepted a position with the Wisconsin Department of Transportation and will be leaving the organization. Furthermore, Building and Zoning Administrative Assistant Jackie Gregoles applied for the position of Deputy City Clerk-Treasurer; Building & Zoning Administrator Robers is alright with that, and staff believes she would be a great fit in that new position. He reminded the Committee it had close second choices for both the Parking Clerk and the Building and Zoning Administrative Assistant positions. He suggests filling the Parking Clerk vacancy with their second choice, hiring Assistant Gregoles as Deputy City Clerk-Treasurer, and hiring the second-choice person for the Building and Zoning Administrative Assistant.

Comptroller Pollitt added Parking Clerk Oster leaves the organization on Friday, and staff would like to fill the vacancy immediately. She said she contacted the Committee's second choice, Sara Spencer, and she is still interested in the Parking Clerk position.

Building & Zoning Administrator Robers said he talked with the Committee's second choice for Building and Zoning Administrative Assistant, Theresa Linneman, who is also interested. He added Assistant Gregoles wants to move up in the organization, and he supports her decision.

Alderman Wall said the Committee has not yet interviewed for Deputy City Clerk-Treasurer and questioned how a candidate can be hired without doing so.

Administrator Jordan replied he spoke with City Attorney Draper, and it can be done because the posting said "open until filled." He said Assistant Gregoles is a fantastic person in the organization and would be a great fit.

Alderman Wall said he disagrees with this process.

Chairman Kupsik reminded the Committee it had interviewed all these people at one time in the recent past, and the time it takes to re-interview these people is too much.

Alderman Hill said she agrees with Alderman Wall that this process is moving too fast. She said she is concerned with the large amount of turnover in the City and wants to re-interview the candidates.

Chairman Kupsik said staff approves of all these recommendations, and their opinions should be considered because they are the ones working with one another and would have a better view on who would work out better than whom.

Alderman Kehoe agreed with Chairman Kupsik and staff and suggested moving forward.

Alderman Wall contested the original interview processes occurred months ago, and he feels he does not remember them well enough to make a decision.

Mayor Connors suggested hiring a Parking Clerk due to the time constraints and considering the Deputy City Clerk-Treasurer at a later date. He asked if the Police Department has conducted background checks on all candidates.

Chief Rasmussen said he is working on it.

Administrator Jordan replied both Linneman and Spencer work for police departments, so they should be conducted fast. He added a background check has already been done on Ms. Gregoles.

Motion #1: Alderman Hill moved to re-interview Sara Spencer for the position of Parking Clerk, Alderman Wall seconded, and the motion passed 3-2 with Chairman Kupsik and Alderman Kehoe voting no.

Alderman Kupsik asked when interviews will take place.

Comptroller Pollitt recommend they occur in the very near future.

Alderman Hill asked if a staffing agency should be used.

Comptroller Pollitt disagreed because a candidate is needed quickly so they are trained before summer.

Alderman Kehoe praised the City staff's professionalism and suggested Alderman Hill put greater value to their opinions.

Alderman Kupsik asked Comptroller Pollitt and Administrator Jordan to try to set up an interview on Friday, April 4 at 9:00am. If the Committee recommends the candidate, a special City Council meeting will take place before the Committee of the Whole meeting on April 7. He added the Aldermen do not work with staff every day, they are qualified to make recommendations to the Personnel Committee, and re-interviewing candidates is unnecessary.

5. Recommendation to hire a Building and Zoning Administrative Assistant

None

6. Recommendation to hire a Deputy City Clerk-Treasurer

None

7. **Adjourn**

Motion #2: Chairman Kupsik moved to adjourn, Alderman Taggart seconded, and the motion passed unanimously.

The meeting adjourned at 4:56pm.

Tim Neubeck, City Clerk

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