

PERSONNEL COMMITTEE MINUTES
WEDNESDAY, JANUARY 2, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

Meeting called to order at 4:35 p.m. by Chairperson Proksa

Roll Call

Clerk Kropf called the roll and noted that Proksa, Halverson, Flower, and Straube were present with Skates being absent and excused.

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Discussion regarding onboarding process for new employees/elected officials

Chairperson Proksa requested this item to be placed on the agenda and would like to work on an onboarding process. Clerk Kropf outlined what she had seen done in other municipalities and how the City could put together a document that encompasses duties/responsibilities. The committee would like an outline by the next month's meeting. No action taken.

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: Police Department Data Specialist

Motion by Halverson to go into closed session and to include staff, second by Proksa. No discussion. Motion carried 4-0. The Personnel Committee went into Closed Session at 4:50 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion by Flower to return into Open Session, second by Proksa. Motion carried 4-0. The Committee reconvened into Open Session at 4:58 p.m.

No action on Closed Session items taken.

Adjourn

Motion by Flower to adjourn second by Straube. Motion carried 4-0. The meeting of the Personnel Committee adjourned at 4:58 p.m.