

**PERSONNEL COMMITTEE MINUTES**  
**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

The meeting was called to order by Chairperson Proksa at 4:30 p.m.

**Roll Call**

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

Absent: None

Also Present: Administrator, Nord, Comptroller, Hall, Nurse Natalie, Asst. Clerk, Elder

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

None

Approval of the minutes from the September 3, 2019 Personnel Committee Meeting

Motion by Ald. Skates to approve the minutes of the September 3, 2019 Personnel Committee meeting, second by Ald. Halverson. No discussion. Motion carried 5-0

Discussion/Recommendation regarding City of Lake Geneva Employer Clinic

Nurse Natalie proposed ways to increase utilization of the clinic in her hand out, and noted that the city is coming up on two years of offering the employer clinic. Ald. Skates suggested moving or changing the Tuesday clinic date to Monday, and thinks a five-minute presentation to the Fire, Police, PWC, Utilities & other department heads meetings would be beneficial. Administrator Nord will work with City Clerk to get Natalie dates/locations of department head meetings to do so. Ald. Flower had asked for the financial significance of the clinic since we've changed from self-insured. Nurse Natalie pointed out the benefit of the clinic is that there's no access fee/visit fee.

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

All departments need to provide personnel data as listed above in a centralized location as there's currently no consistency from one department to the next. Administrator Nord will seek the guidance of the city attorney to ensure we do this properly.

Discussion/Recommendation regarding job descriptions for the positions of Beach Attendant and Beach Lead

Administrator Nord spoke to the presented job descriptions. Ald. Flower questioned why the job descriptions weren't in the packet and shared her concern with being specific about the timeframe/hours, the set-up equipment and would like to see the chair reference in the job descriptions be removed. Ald. Skates suggested that the committee not get into the weeds on the job descriptions. Ald. Flower also suggested moving the cleaning of bathrooms from top portion of the job description as it's not a main focus of the position. It was agreed that once the changes were made this can go to FLR/Council. 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: **Lead Financial Analyst/Treasurer & Human Resources/Benefits Specialist**

Motion by Ald. Halverson to convene the Personnel Committee to include Administrator Nord, Comptroller Hall, and Mayor Hartz into Closed Session, second by Ald. Skates. Motion carried. The committee convened into Closed Session at 5:09 p.m.

Roll Call Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube  
Also Present: Administrator, Nord, Comptroller, Hall

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 Ald. Skates to reconvene the Personnel Committee into Open Session, second by Ald. Flower. Motion carried 5-0. The committee reconvened into Open Session at 5:55 p.m.

Roll Call Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube  
Also Present: Administrator, Nord, Comptroller, Hall

Adjourn

Motion by Ald. Straube to adjourn the meeting, second by Ald. Skates. Motion carried 5-0. The meeting adjourned at 5:56 p.m.