DRAFT

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
June 3, 2013
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Englebert at 6:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Langdon, Keehan, Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Mayor Merkes
ALSO PRESENT: CA/HRD Captain, Captain Halderson, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE
1. Personnel Committee, 5/20/13
Moved by Ald. Langdon, seconded by Ald. Benner to approve minutes.
Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS
1. Set salary range for Deputy Clerk/Administrative Assistant Position

CA/HRD Captain explained the rationale for the recommended salary range including step increases for the vacant Deputy Clerk/Administrative Assistant position.

Moved by Ald. Nichols, seconded by Mayor Merkes to recommend to Common Council to adopt the salary range schedule including step increases for Deputy Clerk/ Administrative Assistant Position.

General discussion ensued on requirements of the job; salary range of other municipalities; job responsibilities.

Moved by Ald. Nichols to amend motion to include in the job description an Associate Degree required, Bachelors Degree preferred.

Ald. Sevenich called for a Point of Order; the job description is not the topic of discussion. Chairman Englebert ruled Point of Order is germane; amendment to motion is out of order.

General discussion continued.

Motion to adopt salary range schedule carried on roll call 7-2.
Ald. Nichols, Taylor, Sevenich, Keehan, Englebert, Benner, Mayor Merkes voted yes.
Ald. Langdon, Zelinski voted no.

2. Moved by Ald. Benner, seconded by Ald. Langdon to Adjourn into Closed Session at 7:35 p.m. pursuant to Wis. Stats. §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.
(Administrative Services Director Position – Prepare Interview Topics)
Motion carried on roll call 8-1. Ald. Zelinski voted no.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk