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CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 2, 2015
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Englebert at 7:03 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Keehan, Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Mayor Merkes
EXCUSED: Alderman Langdon
ALSO PRESENT: CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, LD Lenz, DDMO Alix, Parks Supt. Maas, Clerk Galeazzi

C. MINUTES TO APPROVE
1. Personnel Committee, 1/5/15
Moved by Ald. Keehan seconded by Ald. Nichols to approve minutes.
Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS
1. Municipal Operations Department/Parks Division – Addition of Lead Person Position
ASD Steeno explained the creation of a position that is similar to the position in the Street Division of the Municipal Operations Department that was recently created. Creating this position will not require increasing employees in the Department.

DDMO Alix spoke on the importance of the Lead Person position in the Streets Division and how creating a Lead Person position will allow Parks Superintendent to spend more time on higher level responsibilities.

General discussion ensued on whether position is needed, the job description, the job duties during down time, and sharing job duties between divisions.

Moved by Ald. Sevenich seconded by Ald. Keehan to recommend to Common Council to authorize the creation of one additional Lead Person position in the Parks, Forestry, Facilities and Cemetery Division, adding it to the table of organization without increasing the number of employees in the division with the recommended pay range.
Motion carried on roll call 8-0.

2. Overtime Policy for Non-Exempt, Non-Represented Employees
ASD Steeno explained the current way overtime is calculated and the way compensatory time is handled for the Communications Technicians at the Police Department. Staff is requesting a change in the way overtime is calculated and a change in the number of compensatory hours that can be accumulated.

General discussion ensued on the departments affected by the change.

Moved by Ald. Sevenich seconded by Ald. Keehan to recommend to Common Council the proposed changes to the Personal Policy Handbook Overtime Policy as submitted.
Motion carried on roll call 8-0.

E. ADJOURNMENT
Moved by Ald. Keehan seconded by Ald. Nichols to adjourn at 7:27 p.m.
Motion carried on voice vote.

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