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CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 16, 2015
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Englebert at 7:06 p.m.

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

C. MINUTES TO APPROVE
1. Personnel Committee, 2/2/15
Moved by Ald. Keehan seconded by Ald. Benner to approve minutes.
Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS
1. Creation of Administrative Services Department/Human Resources Coordinator Position
Chairman Englebert explained that the Springsted Study recommended the creation of an Administrative Services Department to include Finance, Human Resources, Assessor and Information Technology (IT) functions. ASD Steeno was hired as the Director, changes have already been made in Finance and IT, and the next step is to approve the creation of the department.

ASD Steeno reviewed proposed table of organization for the new Administrative Services Department. With the retirement of the temporary HR Specialist, staff is recommending changing the current position of Human Resources Specialist to Human Resources Coordinator due to the need for a higher level human resources professional to assist the City in accomplishing the outlined initiatives. Staff will proceed with the posting of the new position upon Council approval.

General discussion ensued on the Springsted Study recommendations including the possible sharing of the newly proposed position with Menasha Utilities (MU) and how that would work. Staff believes it is important for the City to move ahead with this position with or without a commitment from MU. Discussions with MU will continue to look for common needs and ways to work together on this initiative

Moved by Ald. Benner seconded by Ald. Nichols to recommend to Common Council Creation of Administrative Services Department/Human Resources Coordinator Position.
Motion carried on roll call 8-0.

E. ADJOURNMENT
Moved by Ald. Keehan seconded by Ald. Benner to adjourn at 7:23 p.m.
Motion carried on voice vote.

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