

It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
PERSONNEL COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
April 1, 2013  
7:00 PM  
Or immediately following Board of Public Works**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Personnel Committee, 2/4/13](#)
- D. DISCUSSION/ACTION ITEMS
  - 1. [Comptroller-Treasurer Position Vacancy](#)
  - 2. Title 2, Chapter 3 of Municipal Code – Municipal Officers and Employees
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA  
PERSONNEL COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
February 4, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 6:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krueger, Zelinski, Englebert, Benner, Klein, Sevenich, Langdon, Mayor Merkes

EXCUSED: Alderman Taylor

ALSO PRESENT: CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, LD Lenz, Dpty. Treasurer Sassman, Clerk Galeazzi

C. DISCUSSION/ACTION ITEMS

1. [Comptroller-Treasurer Position](#)

CA/HRD Captain explained the City Ordinance indicated that for the position of Comptroller/Treasurer the Personnel Committee interviews candidates and makes a recommendation to the Mayor. Staff would like direction if they should start the recruiting process or consider any recommendation from the Springsted Succession and Efficiency Study.

General discussion ensued on the Succession and Efficiency Study and the upcoming meeting with representative from Springsted. General consensus was to wait until staff meets with representatives from Springsted.

2. Title 2, Chapter 3 of Municipal Code – Municipal Officers and Employees  
No discussion or action.

D. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Klein to adjourn at 6:50 p.m.  
Motion carried on voice vote.

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



## MEMORANDUM

March 28, 2013

TO: PERSONNEL COMMITTEE  
FROM: PAMELA A. CAPTAIN, CA/PERSONNEL DIRECTOR

RE: COMPTROLLER/TREASURER POSITION VACANCY

This meeting is requested in follow-up to the consensus of the Personnel Committee at its February 4, 2013 meeting to delay recruitment in filling the position vacancy of the city comptroller/treasurer until the release of the Springsted Incorporated report setting forth their recommendations.

Springsted Incorporated recommends as a high priority that the City recruit an Administrative Services Director and begin working on creating an Administrative Services Department.

**ADMINISTRATIVE SERVICES DIRECTOR:** The person would report to the Mayor and be responsible for supervising, directing and coordinating the financial and administrative activities of the City. Administrative activities refers to those things that work across the whole organization including – finance, human resources and information technology. Springsted is recommending an integration (or bringing together) of the finance, human resources and information technology functions.

In its report, Springsted outlines the skill sets and competencies for this position to include financial and analytical skills, organizational and operational analysis, strategic planning, knowledge of information technology and human resources, the ability to collaborate and the ability to define and implement new business processes to maximize City resources.

**REQUESTED ACTION:** 1. Authorize the personnel director to move forward filling the position vacancy based on the recommendations from Springsted Incorporated. OR

Alternatively, authorize the personnel director to secure a recruiting firm to move forward filling the position vacancy based on the recommendations from Springsted Incorporated.

2. Set a schedule to bring candidates for the administrative services director position for interview before the Personnel Committee.