

Meeting Minutes

Personnel Committee

Monday, September 8, 2008, 6:00 p.m.

Lincoln Center, 1519 Water St.

Present: Chairman Hanson; Alderpersons Molski, Moore, Myers, Wiza

Also Present: Mayor Halverson; C/T Schlice; Attorney Molepske; Alderpersons Slowinski, Trzebiatowski, Brooks, Heart; Directors Halverson, Euclide, Schrader, Gardner; Assessor Siebers; Deputy Chief Dowling; Chief Zinda; Mayoral Assistant Pazdernik; Bill Yudchitz; Reid Rocheleau; Gene Kemmeter - Portage County Gazette; Lisa Jakusz

Chairman Hanson called the meeting to order.

Index of these minutes:

1. Discussion and possible action on amendments to Administrative Policy 2.07 and 3.01.
2. Discussion and possible action on AFSCME Local 348 Reclassification Request - Secretary II (City Clerk's Office)
3. Adjourn into closed session (approximately 6:10 p.m.) pursuant to Wisconsin Statutes 19.85(1)(e) to discuss bargaining strategy and issues for the 2009-2010 Union Contracts.
4. Adjournment.

1. Discussion and possible action on amendments to Administrative Policy 2.07 and 3.01

Motion by Moore, second by Molski to approve the amendments to Administrative Policy 2.07 and 3.01. Ayes all; nays none. Motion carried.

2. Discussion and possible action on AFSCME Local 348 Reclassification Request - Secretary II (City Clerk's Office)

Alderman Wiza indicated that he would have like to have seen the request submitted by the employee. Alderman Myers questioned who wrote the report that was contained in the packet. Human Resource Manager Jakusz indicated that she wrote the audit report based on her findings. This has been the course of action in handling reclassification requests the last several years.

Alderman Wiza moved to forward this item to council without recommendation to allow for the employee request to be provided to the committee. The motion failed for lack of a second.

Reid Rocheleau spoke on behalf of the employee who submitted the request. He voiced his opinion that she is the most capable, efficient, friendly and punctual employee; she's the "go to girl." He added that he feels she knows the "most stuff" and is one of the lowest paid employees. He stated that Lisa Jakusz does not live in the City. He referred to an open records request that he submitted and has yet to get the information. He noted that the Administrative Services staff left at 4:00 today and did not give him the information requested.

City Attorney Molepske addressed the committee and explained what the duties of a Deputy City Clerk entail and require. He also expounded on the duties performed by the former Deputy City Clerk, Bette Kulas.

Alderman Molski stated that prior to a formal personnel department being formed in the City, the Deputy City Clerk was responsible for personnel functions such as new employee orientations, benefit administration and personnel file maintenance. In addition, she was the confidential secretary for the mayor and city attorney. She attended all committee meetings and prepared the minutes. Many of these areas were touched on in the audit report provided in the packet.

Human Resource Manager Jakusz stated that she does not live in the City and is not required to per City Ordinance as would a deputy. She acknowledged receiving Mr. Rocheleau's open records request last Friday (9/5/2008) and indicated that before releasing the employee's request, per the City Attorney, she was to advise the employee of said request and allow the employee the opportunity to attempt to block the release. With regard to the employee information requested, the portion requesting the release of employee address was also referred to the City Attorney for his opinion. The balance of the information, names, dates of hire and pay rates will be compiled via a payroll report that one of two employees can produce. Once these items have been clarified, the information will be provided for Mr. Rocheleau's review.

Alderman Molski moved to deny the reclassification request, Alderman Moore seconded. Motion carried with a vote of 4-1; Wiza dissenting.

3. Adjourn into closed session (6:20 p.m.) pursuant to Wisconsin State Statute 19.85(1)(e) to discuss bargaining strategy and issues for the 2009-2010 Union Contracts

Alderman Wiza moved to enter closed session; Alderperson Moore seconded.

Roll Call: Ayes: Chairman Hanson; Alderpersons Meyer, Moore, Wiza, Molski

Nays: None. Motion carried.

4. Adjournment - 6:37 p.m.

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