

Meeting Minutes

PERSONNEL COMMITTEE

Monday, January 14, 2002 - 7:20 P.M.

City Water Department - 300 Bliss Avenue

Present: Chairman Rackow, Alderpersons Sevenich, Seiser, Moore

Excused: Alderperson Filipiak

Also Present: Mayor Wescott, C/T Schlice, Clerk Zdroik, Directors Disher, Gardner, Schrader, Van Alstine; Alderpersons Walther, Sowieja, Barr, Molski, Nealis, Phillips; Police Captain Daubert, Mayoral Assistant Molepske, Personnel Specialist Jakusz Portage County Personnel Director Freiberg, Barb Martin (Journal), Gene Kemmeter (Gazette), Matt Mattano (WIZD)

Index of these Minutes:

1. Approval of Organizational Charts
2. Approval of pay rate increases for CA-3 part-time employees.
3. Adjourn into closed session pursuant to Wisconsin Statute 19.85(1)(e) for an update on bargaining. (7:30 P.M.)

1. Approval of Organizational Charts:

Administrative Services

Comptroller/Treasurer s Office

Assessor s Office

Police Department

Fire Department

Updated organizational charts for the Administrative Services, Comptroller/Treasurer s office, Assessor s office, Police Department and Fire Department were provided to the members of the Personnel Committee for their review and approval. The updates are results of changes made to the organizational chart such as change in title, classification, additional positions added to the department, changes in positions from part time to full time, etc.

Chairman Rackow noted that individual names will be omitted when the organizational charts are made part of the Administrative Policy.

Ald. Sevenich moved, Ald. Moore seconded, for approval of the updated organizational chart for the Administrative Services, **Comptroller/Treasurer s office, Assessor s office, Police Department and Fire Department.**

Ald. Sowieja asked if the organizational chart means that all the positions are filled now.

Personnel Specialist Jakusz said the organizational chart has nothing to do with the positions being filled.

Chairman Rackow added the organizational chart is more for showing the line of authority.

Ayes, all; nays, none. Motion carried.

2. Approval of pay rate increases for CA-3 part-time employees.

Telecommunications Coordinator Quirk is asking the Personnel Committee s approval of pay increases for the Production Specialist and Production Assistant in the Telecommunications Division.

In his letter, Telecom Coordinator Quirk stated it has always been a practice in the Telecommunications Division to give an employee a pay increase equal to increases given to non-represented City employees in a given year, on the employee s anniversary date.

Ald. Seiser moved, Ald. Moore seconded, to approve (1) pay increases for the Production Specialist and Production Assistant in the Telecommunications Division, equal to the percentage increases given to other non-represented employees, (2) that the pay increase be effective on the employees anniversary dates, and (3) that the back pay for the Production Assistant be effective from October 9, 2001, her anniversary date until the time that the pay increase is implemented.

Specialist Jakusz said the monetary impact on the Production Assistant s back pay is \$8.44. She added that the current pay rate for the Production Specialist and Production Assistant is \$10 and \$8, respectively.

Ayes, all; nays, none. Motion carried.

3. Adjourn into closed session pursuant to Wisconsin Statute 19.85(1)(e) for an update on bargaining. (7:30 P.M.)

Ald. Sevenich moved, Ald. Seiser seconded, to adjourn into closed session pursuant to Wisconsin Statute 19.85(1)(e) for an update on bargaining.

Roll Call: Ayes: Chairman Rackow, Ald. Sevenich, Seiser, Moore.

Nays: None. Motion carried.

4. Adjournment - 7:50 P.M.

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