



Common Council Conference Room  
8040 S. 6<sup>TH</sup> Street  
Oak Creek, WI 53154  
(414) 766-7000

## PERSONNEL COMMITTEE

Wednesday, February 13, 2019  
1:00 P.M.

Michael Toman - Chair  
Kenneth Gehl  
Richard Duchniak

### The City's Vision

*Oak Creek: A dynamic regional leader, connected to our community, driving the future of the south shore.*

1. Roll Call

*Alderman Gehl called the meeting to order at 1:02 p.m.*

*In attendance were Department of Public Works (DPW) Director Johnson, Human Resources (HR) Manager Rogers, Assistant Administrator Souffrant, City Administrator Vickers, Management Intern Bernhoft, Fire Chief Rosandich, City Engineer Simmons, Alderman Duchniak, and Alderman Gehl. Not present is Chairman Toman.*

2. Approval of Minutes from January 9, 2019 Personnel Committee meeting

*Alderman Duchniak made a motion to approve the minutes of January 9, 2018; seconded by Alderman Gehl. All aye; motion carried.*

3. Review and consider approval of tuition reimbursement requests for Amy Gryzb & Michael Havey

*Alderman Gehl and Alderman Duchniak reviewed the request and commended Grzyb for working on the degree shown in the documents. Alderman Gehl asked the fire chief if were getting close to cap limit, to which he answered no.*

*Alderman Duchniak made a motion to approve the tuition reimbursement request for Amy Gryzb & Michael Havey Seconded by Alderman Gehl, all aye; Motion carried.*

4. Request to fill vacant Assistant City Engineer Position

*City Engineer Simmons gave the Committee a background on the vacancy in the position and the current staff in Engineer's Department. City Engineer Simmons assessed if we could separate the duties amongst the current staff however due to the high efficiency the City has right now it would not be possible. Alderman Duchniak agreed that downsizing would not be possible with the current work flow in the City. Administrator Vickers discussed how there is a need to keep an Assistant City Engineer position instead of reshaping the organization. Alderman Duchniak asked if there is a difference in what the Assistant Engineer does and what the rest of the engineers do, to which he responded yes, the Assistant sat in the Plan Commission chair on staff's behalf. Alderman Gehl asked if an internal hire is a possibility, to which Simmons responded yes there is a good chance to hire from both within and externally. City Engineer Simmons gave the recommendation to put an Internal Posting for the vacancy first. Alderman Gehl asked if the salary is good or does it need adjusting, to which City Engineer Simmons said it was good and he will evaluate the pay based on the interest of the position.*

*Alderman Duchniak made a motion to approve the request to fill the vacant Assistant City Engineer position, seconded by Alderman Gehl. All aye; motion carried.*

5. Request to fill Laborer/Driver position

*DPW Director Johnson is looking to fill a position that will replace a recent vacancy due to termination. Alderman Gehl asked if Johnson is at full staff besides this, to which Director Johnson said yes. Alderman Duchniak asked if there's a possible internal candidate to which Director Johnson said yes.*

*Alderman Duchniak made a motion to fill the vacant Laborer/Driver position, seconded by Alderman Gehl. All aye; motion carried.*

6. Discuss Administrative Support Assistants reorganization

*Administrator Vickers discussed the background of the reorganization of the support staff. Administrator Vickers wants to open this time for any questions on this process and wants to discuss the changes in pay for the ranges discussed previously. Administrator Vickers mentioned that the timing is right to change this now due to the transition created and their current pay ranges. Alderman Duchniak asked Administrator Vickers where the problems were occurring and where was the feedback coming from. Administrator Vickers said a few were from the citizens and contractors but mainly this came from the internal Planning or Engineering/Inspection Staff and that the process was not working properly. Alderman Gehl asked about how the transition is working so far, to which Assistant Administrator Souffrant said it is slowly growing into a success and that the process is working in the right direction. Alderman Duchniak asked if there are other communities that follow this model to which Souffrant answered no, however some communities were interested to see how the general pool model was working and have not learned about these changes made in Oak Creek yet. Alderman Duchniak pointed out that these small percentages will not adversely impact the budget. Administrator Vickers presented the schedule of changes to the Committee. Alderman Gehl asked if they're anticipating any problems with staff on this change.*

*No action was made.*

7. Adjourn

*Alderman Gehl made a motion to adjourn at 1:39 p.m.; seconded by Alderman Duchniak. All aye; motion carried.*