

PERSONNEL COMMITTEE MEETING  
MINUTES  
WEDNESDAY, August 14, 2019, 1:00 P.M.

1. Ald. Toman called the meeting to order at 1:01 PM.
2. On roll call the following alderpersons were present: Ald. Toman and Ald. Duchniak. Ald. Gehl was excused.

Also, in attendance was City Administrator Andrew Vickers, Fire Chief Thomas Rosandich, Assistant Administrator/Comptroller Bridget Souffrant, Administrative Support Manager Sherry Grant, Human Resources Manager Judy Rogers, and Management Intern Josh Allain.

3. *Ald. Toman, made a motion to approve the minutes of the July 24, 2019; Ald. Duchniak seconded. Unanimously approved.*

4. **Review and consider approval of tuition reimbursement request for:**

- a. Michael Havey, Assistant Chief, FD
- b. Amy Grzyb, Firefighter/Paramedic, FD

*Ald. Duchniak made a motion to approve the request to approve the tuition reimbursement for Assistant Fire Chief Havey and Firefighter/Paramedic Grzyb; Ald. Toman seconded the motion. Unanimously approved.*

5. **Request to fill full-time Administrative Support Assistant vacancy**

Mrs. Grant stated that the vacancy turnover was due to a vacancy in Unit 1 group of the Administrative Support Division which supports Tourism, City Clerk, Treasurer, Finance, Administration and Human Resources.

Mrs. Grant stated that she has reviewed staff schedules and workload for the Unit 1 departments and believes filling this position is needed.

*Ald. Duchniak made a motion to approve the request to fill the full-time Administrative Support Assistant position in Unit 1; Ald. Toman seconded. Unanimously approved.*

6. **2020 Budget Memo & Directions**

Led by Bridget Souffrant and Andrew Vickers, they discussed the planned future of the budgeting process. Andrew Vickers informed the committee of many anticipated new goals and plans including; limiting the addition of new staff in 2020 and switching a focus to capital asset expansion. Mr. Vickers spoke of the overall budget goal and long-

term vision of planning for the lows in growth, while in times of vast expansion such as now. Also discussed was achieving CIP goals related to; roads, bridges garbage and recycling, maintenance and smaller tasks.

**7. Health Insurance update**

Mrs. Souffrant confirmed that Aurora was our last large hospital to be paid. The expectation is that the third-party administrator will complete all payment to Aurora prior to August 29. All stop loss claims have also been processed.

*Ald. Toman made a motion to adjourn at 1:46 PM.; Ald. Duchniak seconded.  
Unanimously approved.*

**Public Notice**

Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Oak Creek City Clerk at 766-7000, by fax at 766-7976, or by writing to the ADA Coordinator at the Oak Creek Health Department, 8040 S. 6<sup>th</sup> Street, Oak Creek, Wisconsin 53154.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

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