

**Personnel Committee Meeting Minutes**  
**January 08, 2020**  
**1:00 p.m.**

Item 1. Call Meeting to Order

Ald. Toman called the meeting to order at 1:00 p.m.

Item 2. Roll Call

Committee members present: Ald. Toman, Ald. Duchniak and Ald. Gehl.

Also Present: City Administrator Andrew Vickers, Fire Chief Mike Kressuk, DPW Director Ted Johnson, City Engineering Mike Sullivan, Assistant City Administrator Bridget Souffrant, ASA Manager Sherry Grant, Human Resources Manager Judy Rogers, and Management Intern Josh Allain.

Item 3. Approval of Minutes from December 11, 2019

*Ald. Gehl made a motion to approve the minutes of December 11, 2019; seconded by Ald. Toman. All - aye; motion carries.*

Item 4. Review and Consider approval of tuition reimbursement request for Assistant Fire Chief Michael Havey

*Ald. Gehl made a motion to approve the tuition reimbursement for Assistant Fire Chief Michael Havey; seconded by Ald. Duchniak. All aye; motion carries.*

Item 5. Review and Consider approval of tuition reimbursement request for Battalion Chief John Martin

*Ald. Gehl made a motion to approve the tuition reimbursement for Battalion Chief John Martin; seconded by Ald. Duchniak. All aye; motion carries.*

Item 6. Request to fill the full-time Administrative Support Assistant (ASA) position

Vacancy is in Unit 2 of the ASA group. This position assists with the clerical support for Engineering, Planning and Inspections departments.

*Ald. Gehl made a motion to approve filling the full-time ASA position; second by Ald. Duchniak. All aye; motion carries.*

Item 7. Request to fill Operator 2 with a Labor/Driver due to a retirement

Greg Gross retired after 30 years of service with the City. Mr. Johnson stated he will continue to replace the Operator 2 with a Labor/Driver position because this is the position he needs.

*Ald. Gehl made a motion to approve the filling of a Operation 2 with a Labor/Drive; seconded by Duchniak. All aye; the motion carries.*

Item 8. Discuss the promotion of Engineering Technician to Sr. Engineering Technician

With the recent retirement of Jay Harvanek, a vacancy has emerged in the Engineering department. City Engineering Mike Simmons recommends that current staff member Andy White be promoted to the position. He has shadowed Mr. Harvanek for the past year and is ready to fill the position.

*Ald. Gehl made a motion to approve the promotion of Technician Andy White to Sr. Engineering Technician; seconded by Ald. Duchniak. All aye; motion carries.*

Item 9. Adjourn

*Ald. Toman made a motion to adjourn at 1:24 p.m.; seconded by Ald. Gehl. All aye; motion carries.*

Dated this 20th day of November, 2019

Posted 11/18/2019

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 be in attendance at 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