

**Personnel and Finance Committee Meeting Minutes**  
**January 10, 2024**  
**10:30 A.M.**

Item 1. Call Meeting to Order

Ald. Gehl called the meeting to order at 10:33 A.M.

Item 2. Roll Call

Committee members present: Ald. Kurkowski and Gehl present. Ald. Ruetz excused.

Also Present:

- Deputy City Administrator/Finance Officer (DCA) Max Gagin
- Human Resources (HR) Director Toni Vanderboom
- Assistant City Administrator/City Engineer (ACA) Matt Sullivan
- City Clerk Catherine Roeske
- City Treasurer Sara Kawczynski
- Administrative Support Services Director Sherry Grant

Item 3. Approval of minutes from 10/25/2023

*Ald. Gehl made a motion to hold the minutes of 10/25/2023, seconded by Ald. Kurkowski. All aye; motion carried.*

Item 4. Approval of minutes from 11/8/2023

*Ald. Gehl made a motion to approve the minutes of 11/8/2023, seconded by Ald. Kurkowski. All aye; motion carried.*

Item 5. Consider a motion to approve the creation of a Development Services Coordinator position for the Community Development Department.

ACA Sullivan explained how the position fits into the 2023 staffing plan. This position will serve as a permit coordinator, and usher permits through the back end of the process to create a “one-stop shop.” This position will be filled via internal recruitment and was not included in the 2024 Budget; however, any additional costs will be absorbed via cost savings through reclassifications in the Engineering Department. In 2025, the Finance Department will reallocate funding to the Community Development Department accordingly.

*Ald. Kurkowski made a motion to approve the creation of a Development Services Coordinator position for the Community Development Department, seconded by Ald. Gehl. All aye; motion carried.*

Item 6. Discussion and possible action on Personnel & Finance Committee meeting calendar for 2024.

Historically, the Committee meets every second and fourth Wednesday meetings. DCA Gagin investigated the calendar to coordinate meetings to align with times that Alderman Gehl is already on site and holidays, with some small, recommended changes in January, April, May, July, October, November, and December. CA Vickers will finalize the schedule for Small Leadership Team (SLT) meetings and Committee meetings will be adjusted accordingly.

Item 7. Adjournment

*Ald. Gehl made a motion to adjourn at 10:50 A.M., seconded by Ald. Kurkowski. All aye; motion carried.*

## 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, fax at 766-7976, or write 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.