



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
**PERSONNEL COMMITTEE MEETING**  
**MONDAY, MAY 13, 2024, AT 3:00 P.M.**  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074  
Lower Level Conference Room

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**MINUTES**

1. **Roll Call-** Members present were Alderpersons Jonathan Pleitner, Paul Neumyer, and Deborah Postl. Also present was City Administrator Melissa Pingel, City Clerk Susan Westerbeke, and HR Director Emily Blakeslee.
2. **Approve Minutes of Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
3. **Update and Discussion on Table of Organization-** The HR Director reviewed Items 3 through 7 together, including the Human Resources and Finance Audit, staff succession plans, intranet for employee communications, the Class and Compensation Schedule, Performance Appraisal Process, Finance Review, and organizational design. Discussion was held regarding future Personnel Committee meetings.
4. **Update on Human Resources and Finance Audit**
5. **Update on Class and Compensation Schedule**
6. **Report on Employee Turnover and Staffing Statistics**
7. **Discuss Performance Review Process**
8. **Discuss Communications and IT Duties-** The City Administrator provided an update on current staff involvement and future planning.
9. **Update on Support Staff-** The City Administrator discussed the plan for onboarding and cross-training within the departments.
10. **Update on Customer Service Standards-** The City Administrator discussed city standards and management within the Finance Department and public service window.
11. **Chairman's Business-** None.
12. **Member's Business-** None.
13. **Public Comments/Appearances-** None.
14. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN THE MEETING AT 3:58 P.M. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, City Clerk