



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
PERSONNEL COMMITTEE MEETING
WEDNESDAY, JUNE 12, 2024, AT 3:00 P.M.
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074
Lower Level Conference Room**

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 Committee Chairperson for 2024-2025 Term-** MOTION MADE BY ALD. NEUMYER, TO NOMINATE ALD. PLEITNER AS CHAIRPERSON OF THE COMMITTEE FOR THE 2024-2025 TERM, THIS NOMINATION WAS SECONDED BY ALD. POSTL. Motion carried unanimously.
3. **Approve Committee Vice-Chairperson for 2024-2025 Term-** MOTION MADE BY ALD PLEITNER, TO NOMINATE ALD. POSTL AS VICE-CHAIRPERSON OF THE COMMITTEE FOR THE 2024-2025 TERM, THIS NOMINATION WAS SECONDED BY ALD. NEUMYER. Motion carried unanimously.
4. **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.
5. **Update and Discussion on Senior Center and Recreation Operations and Staffing-** The HR Director provided an update on the Senior Center and Recreation Department staffing. Discussion was held on future programming/staffing. The HR Director will provide bi-weekly updates to Committee members going forward.
6. **Discuss Creation of Personnel Committee Charter and KPIs-** The Committee reviewed the draft 2024 Charter. Discussion was held on Board/Committee/Commission (BCC) Chairperson appearing at the Common Council to provide an update on projects. The Committee will email the HR Director any remaining items to be included in the draft 2024 Charter.
7. **Discuss ongoing Compensation Strategy-** The HR Director provided an update on new changes to labor law for 2025. Salary grade ranges will be reviewed every other year.
8. **Update and Discussion on 2024 Merit Increase and 2025 Merit Plan-** Discussion was held on the current merit program and future plan process. A recommendation of the 2024 proposed plan will be presented at a future meeting for discussion.
9. **Update and Discussion on City Administrator's 30-60-90 Day Plan-** The City Administrator reviewed the 30-60-90 DAY plan, future BCC training, and current and future staffing needs.
10. **Discussion on Expectations for Personnel Updates and Meetings-** Discussion was held on future meetings schedule, agenda items and memos.
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 4:19 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk