



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
PERSONNEL COMMITTEE MEETING
TUESDAY, OCTOBER 3, 2023, AT 5:30 P.M.
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074
Council Chamber Conference Room

MINUTES

1. **Roll Call-** Members present were Alderpersons Jonathan Pleitner, Paul Neumyer, and Deborah Postl. Also present was City Administrator Anthony Brown, City Clerk Susan Westerbeke, ACA/HR Director Emily Blakeslee, and Council President Dan Benning.
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. **Consideration and Possible Action on Grade Changes for Finance Director, Management Analyst, and Police Department Executive Assistant Positions-** The ACA/HR Director reviewed the information related to grade changes under consideration. Two of the positions were vacant during the 2022 GovHR Classification and Compensation (Finance Director and Management Analyst), and one required realignment following that same study (Police Department Executive Assistant). The adjusted classifications will place the Finance Director at Grade 11, Management Analyst at Grade 4, and Police Department Executive Assistant at Grade 5. There is no fiscal impact, as the incumbents within the positions are already paid within the new grade. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ACCEPT STAFF RECOMMENDATIONS AS PRESENTED. Motion carried unanimously.
4. **Discussion on City Administrator Recruitment Process-** The ACA/HR Director reviewed the process and future meetings schedule.
5. **HR Audit Update-** The ACA/HR Director reviewed the HR Audit completed by GovHR and priorities outlined for updates. Recommendations on staffing included HR Director and Management Analyst roles. The Handbook was updated in January 2023. The Payroll System was changed to Paylocity in January 2023. The Classification and Compensation System was updated in January 2023, and the Performance Evaluation System was updated in 2022.
6. **Chairman's Business-** None.
7. **Member's Business-** None.
8. **Public Comments/Appearances-** None.
9. **Adjournment-** MOTION MADE TO ADJOURN BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN THE MEETING AT 5:52 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk