



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
PERSONNEL COMMITTEE MEETING
TUESDAY, NOVEMBER 21, 2023, AT 6:00 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 Interim City Administrator/City Clerk Susan Westerbeke, and ACA/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. **Consideration and Possible Action on Biannual Market Update to Grade Scale-** The ACA/HR Director reviewed the Biannual Market Update to Grade Scale. In June 2022, the City engaged GovHR to complete the Classification and Compensation study. To ensure the City continues to remain competitive with the market, it is recommended that the City survey the 18 designated comparable cities and adjust the grade scale by an average of the COLA adjustments. The City's internal compensation plan indicates completing this survey every two years, and the 2024 budget year is when this adjustment is due. All 18 of the comparable cities were surveyed. 14 responses indicated a COLA adjustment for 2023, with an average 2.75 percent adjustment. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO RECOMMEND APPROVAL OF THE BIANNUAL MARKET UPDATE TO GRADE SCALE. Motion carried unanimously.

4. **Chairman's Business-** None.

5. **Member's Business-** None.

6. **Public Comments/Appearances-** None.

7. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO ADJOURN AT 6:09 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk