



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
PERSONNEL COMMITTEE MEETING
TUESDAY, NOVEMBER 7, 2023, AT 5:45 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 and Deborah Postl. Alderperson Paul Neumyer was absent and excused. Also present was City Clerk Susan Westerbeke and ACA/HR Director Emily Blakeslee.
2. **Approve Minutes of Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
3. **Consideration and Possible Action on Employee Benefit Plans for 2024 Plan Year-** The ACA/HR Director discussed the employee benefit offerings for 2024. In February 2023, Humana, the current medical carrier for employee health insurance announced their exit from the employer group insurance market. Humana's decision requires the City to move to a new health insurance carrier. Further, the City Administrator and HR Director have continually worked to analyze the benefits package and enhance offerings to provide a program that continues to be comprehensive, competitive, and meets the needs of a diverse workforce. The changes to the 2024 plan offerings were reviewed. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO RECOMMEND APPROVAL OF THE EMPLOYEE BENEFIT PLAN OFFERINGS FOR 2024 AS PRESENTED. Motion carried unanimously.
4. **Resolution 2023-13: A Resolution Appointing Interim City Administrator and Interim Assistant City Administrator-** The City Clerk presented details of Resolution 2023-13 which resulted from the resignation of the City Administrator, due to his acceptance of a position at another municipality, and whose final day will be November 10, 2023. The Common Council is engaged in the recruitment process for a successor, however, there will be a lapse before that individual has been appointed. During this transition, an appointment of an Interim City Administrator and Interim Assistant City Administrator will maintain continuity and efficiency of municipal operations. This will also authorize the Interim Administrator and Interim Assistant Administrator to undertake and perform all lawful acts necessary to accomplish the purposes and duties of the office. This is a similar process used when the previous City Administrator Grams retired. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO RECOMMEND APPROVAL OF RESOLUTION 2023-13 APPOINTING INTERIM CITY ADMINISTRATOR AND INTERIM ASSISTANT CITY ADMINISTRATOR AS PRESENTED. Motion carried unanimously.
5. **Chairman's Business-** None.
6. **Member's Business-** None.
7. **Public Comments/Appearances-** None.
8. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO ADJOURN AT 5:56 P.M. Motion carried unanimously.

Respectfully Submitted,
Susan L. Westerbeke, City Clerk