



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
PERSONNEL COMMITTEE MEETING
TUESDAY, DECEMBER 5, 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 Engaging with Public Administration Associates (PAA) for Recruitment Services-** The ACA/HR Director was present to report on the Request for Proposals (RFP) related to procuring the services of an executive search firm to continue the City Administrator recruitment process. On November 14, 2023, the RFP was released, following the November 13, 2023, direction from the Common Council to initiate this process. The due date for the RFP submissions was November 24, 2023. Three submissions were received from McMahon Engineers and Architects, Titus Talent Strategies, and PAA. Following review of the submissions, staff has recommended engaging PAA to continue the recruitment process for the City Administrator role. PAA proposes an approximate 14-to-16-week process from contract to chosen candidate start date to include meetings with internal stakeholders, advertising, phone screens, onsite interviews, and preemployment background checks. The total cost of the recruitment is \$16,500. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO RECOMMEND APPROVAL ENGAGING WITH PUBLIC ADMINISTRATION ASSOCIATES (PAA) FOR RECRUITMENT SERVICES FOR THE ROLE OF CITY ADMINISTRATOR AS PRESENTED. Motion carried unanimously.
4. **Chairman's Business-** None.
5. **Member's Business-** None.
6. **Public Comments/Apearances-** None.
7. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN AT 6:13 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk