



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
Personnel Committee Meeting
Wednesday, August 14, 2024 at 3:00 PM
Port Washington City Hall, 100 West Grand Avenue,
Port Washington, Wisconsin 53074
Lower Level Conference Room

AGENDA

1. Roll Call
2. Approve Minutes of Previous Meeting
3. Discussion on EMS/Fire Staffing for 2025
4. Update and Discussion on Senior Center Staffing
5. Consideration and Possible Action on Table of Organization Changes
6. Chairperson's Business
7. Members/Liaisons' Business
8. Public Comments/Appearances
9. Next Meetings Dates/Time: October 9, 2024 at 3:00 PM
10. Adjournment

Committee Members: Alderpersons – Paul Neumyer, Jonathan Pleitner, Deborah Postl

Staff Liaisons: Emily Blakeslee, Melissa Pingel

***Special Accommodations:** Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at 262-284-5585 or cityclerk@portwashingtonwi.gov at least one (1) business day prior to the meeting.*

***Notice of Possible Quorum:** Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]*



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
PERSONNEL COMMITTEE MEETING
TUESDAY, JULY 2, 2024, at 5:00 PM
Port Washington City Hall, 100 West Grand Avenue,
Port Washington, Wisconsin 53074
Lower Level Conference Room

MINUTES

- 1. Roll Call-** Members present were Alderpersons Jonathan Pleitner, Deborah Postl and Paul Neumyer. Also present were City Administrator Melissa Pingel, City Clerk Susan Westerbeke, and Human Resources Director/ACA 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. Update and Discussion on Senior Center and Recreation Staffing by Recreation Director-** Recreation Director Tyler Mentzel was present to report on current staffing and future needs with staff that will not be available. Coordination of schedules to provide office hours and programming were reviewed.
- 4. Consideration and Possible Action on Adoption of Personnel Committee Charter for 2024-** The Human Resources Director/ACA reviewed the proposed Charter with the Committee members. MOTION MADE BY ALD. NEUMYER, SECONDED BY ALD. POSTL TO APPROVE THE PERSONNEL COMMITTEE CHARTER FOR 2024 AS PRESENTED. Motion carried unanimously.
- 5. Consideration and Possible Action on Job Classification Changes for City Clerk position-** The Human Resources Director/ACA reviewed the job description and organizational duties at City Hall. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO RECOMMEND APPROVAL ON JOB CLASSIFICATION CHANGES FOR CITY CLERK POSITION AS PRESENTED. Motion carried unanimously.
- 6. Consideration and Possible Action on Job Classification Changes for Deputy Clerk position-** The Human Resources Director/ACA reviewed the job description, current duties and the development of the position in the future. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO RECOMMEND APPROVAL OF THE JOB CLASSIFICATION CHANGES FOR DEPUTY CLERK POSITION AS PRESENTED. Motion carried unanimously.
- 7. Consideration and Possible Action on Table of Organization Changes-** The City Administrator reviewed a draft organizational chart with the Committee. Discussion was held on future planning for department staffing and supervisory needs. MOTION MADE BY ALD. NEUMYER, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE TABLE OF ORGANIZATION CHANGES AS PRESENTED. Motion carried unanimously.
- 8. MOTION TO CONVENE IN CLOSED SESSION - per Wis. Stat. § 19.85(1)(C) for the purpose of considering employment, promotion, compensation and other terms and conditions of employment or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility-** Ald. Pleitner read the closed session item. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO CONVENE INTO CLOSED SESSION AT 5:40 P.M. FOR THE REASONS STATED ON THE AGENDA. ROLL CALL VOTE TAKEN. AYE: PLEINTER, NEUMYER, POSTL. Motion carried unanimously.

9. RECONVENE INTO OPEN SESSION to take action relating to closed session discussions or deliberations, if any- MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO RECONVENE INTO OPEN SESSION AT 5:57 P.M. ROLL CALL VOTE TAKEN. AYE: PLEINTER, NEUMYER, POSTL. Motion carried unanimously.

10. Chairman's Business- None.

11. Members/Liaisons' Business- None.

12. Public Comments/Appearances- None.

13. Adjournment- MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO ADJOURN THE MEETING AT 5:58 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk



Position: Director of Senior Life Enrichment & Outreach
Reports To: Assistant City Administrator

Classification: Exempt, Grade 7
Last Revised: 7/30/2024

GENERAL SUMMARY OF DUTIES: The Director of Senior Life Enrichment & Outreach is responsible for directing the total programming of the Port Washington Adult Community Senior Center for the community's senior citizens. The Director of Senior Life Enrichment & Outreach develops, organizes, facilitates, promotes, markets, and oversees the educational, physical, recreational, and social activities for Senior Citizens. The individual in this role also works to maintain information and resource connections for community members caring for older adults.

ESSENTIAL RESPONSIBILITIES:

- Manages the operations of the senior center division including preparation of the annual division budget; Authorizes and monitors expenditures; Plans, coordinates, assigns, and reviews work, supervises division staff and evaluates performance.
- Promotes interest in senior center programs through publicity, joint program brochures with various community groups, and public contracts; speaks before citizens groups, students and other organizations.
- Establishes and maintains effective working relationships with staff, volunteers, community organizations, public officials, civic organizations, governmental agencies, and the general public to ensure the continuation of engaging and varied programming that promote physical, mental, emotional, and social wellness.
- Updates and monitors division website, social media outlets, and publishes a monthly newsletter.
- Recommends and maintains the highest standard of safety in conduct of programs and activities through the development and supervision of facility and program rules, regulations, safety procedures and staff training.
- Arranges for the provision of necessary program supplies and materials, arranges and prepares facility usage requests, manages the coordination of special events, and keeps an onsite presence as needed to ensure appropriate continuity and conduct of programs.
- Prepares agendas and related materials for meetings of the Commission on Aging and provides staff support to the Commission on Aging and any related ad-hoc committees.
- Stays up to date on trends in programming design and technique for senior centers to ensure City programming remains relevant and competitive; Tracks and implements any compliance or regulatory changes.
- Other responsibilities as assigned.

SUPERVISORY RESPONSIBILITY:

- Administrative Assistant
- Senior Center Maintenance
- Senior Center Support Staffer(s)
- Volunteers

SKILLS & QUALIFICATIONS:

- Strong project management and organizational skills in which attention to detail and the ability to prioritize and manage multiple tasks/projects on time is essential.
- Exceptional interpersonal skills and ability to navigate organizations to build relationships and garner support; ability to work collaboratively with cross-functional teams.
- Exceptional communication skills and situational adaptability; capable of clearly conveying City standards.

- Excellent situational adaptability; comfortable with calls, visiting off-site event/program spaces, and hosting community events and presentations.
- Ability to work independently and efficiently, exercise initiative, resourcefulness, and good judgement.
- Ability to work occasional flexible hours for Commission on Aging meetings and/or evening programs.

COMPETENCIES:

- Customer Focus
- Collaborates
- Situational Adaptability
- Plans and Aligns
- Communicates Effectively
- Builds Networks

EDUCATION & EXPERIENCE:

- Required
 - Bachelor’s degree in Recreation Management, Human Services, Physical Education, or related field
 - Three (3) or more years of experience with planning activities and experiences for seniors
 - CPR/AED/First Aid certification(s) or ability to obtain within six (6) months of hire
 - Valid Wisconsin driver's license
 - Proficient in the use of the Microsoft Office Suite of Products: Excel, PowerPoint, Word, Outlook
- Preferred
 - Certified Parks and Recreation Professional (CPRP) certification as recognized by the National Recreation and Park Association
 - Certified Therapeutic Recreation Specialist (CTRS) certification as recognized by the National Council for Therapeutic Recreation

WORK ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Physical: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; regularly stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. Hearing: Hear in the normal audio range with or without correction.
- Environment: Standard office setting; frequent interaction with City staff; work with intense deadlines.

ABOUT PORT WASHINGTON:

The City’s population of 12,353 resides within seven square miles including four miles of waterfront. The City provides full-city services including Public Safety (Police, Fire, EMS), Engineering, Public Works, Water and Sewer utilities, Building Inspections, Community Development, Parks and Recreation, Marina, Senior Center, Library, Finance, Clerk and Administration. We are a welcoming destination for living, working, and visiting that – combined with our core values of accountability, innovation, trust, industriousness, and friendship – create an environment with opportunities to make a positive impact for our community.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEIB):

The City is committed to building a culture where difference is valued and where everyone feels empowered to bring their full, authentic selves to work. We believe that every person brings a unique perspective and lived experience that advances our mission and vision to be the Premier Community on the Great Lakes. We commit to centering Diversity, Equity, Inclusion, and Belonging in our community, our workforce, and our decision-making. These are more than just words. They are guiding principles that shine a path forward to foster a culture based on mutual respect and passion for the community we serve.

EQUAL EMPLOYMENT OPPORTUNITY:

The City is proud to be an equal opportunity employer. In all aspects of employment, including the decision to hire, promote, discipline, or discharge, the choice will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, creed, marital status, age, national origin, ancestry, physical or mental disability, pregnancy or family status, genetic information, gender, sexual orientation, gender identity or expression, veteran or military status, or any other status protected under federal, state, or local law.

EMPLOYEE ACKNOWLEDGEMENT:

I have read this job description, – or had it read to me – and I fully understand all my job duties and responsibilities. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that the above is intended to describe the general content of and requirements for performance of the role. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. My job duties and responsibilities may change on a temporary or regular basis according to business needs and if so, I will be required to perform such additional duties and responsibilities.

Further, I understand that nothing in this document constitutes an employment contract or promise of continued work for any length of time. As with all City employees, my employment is considered at-will and either myself or the City is free to terminate the relationship at any time.

Incumbent Signature

Date

Department Head Signature

Date