

CITY OF ELKHORN
Human Resources
Lower Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

September 11, 2008

Chairman Gary Payson Sr. called the Human Resources Committee meeting at 5:00 p.m. followed by Roll Call.

ROLL CALL

Present: Mayor John Giese, Aldermen Gary Payson Sr., Scott McClory, Ronald Dunwiddie

Also present: City Administrator Sam Tapson, City Clerk Nancy Jacobson, Electric Utility Director Art Schmitz

ELECTRIC UTILITY: APPRENTICESHIP TRAINING ENROLLMENT

Motion (Dunwiddie/McClory) to recommend to Council to authorize the enrollment of Ken Truckey in Year 2 of the Line Technician Apprenticeship Training Program and paid at a rate of 85% of the Line Technician rate. Motion carried by the majority present.

PAYOUT OF ACCRUED SICK LEAVE FOR NON-UNION EMPLOYEES

Motion (McClory/Dunwiddie) to recommend to Council to remove "as the same was in force" from the Employee Policy to allow non-union employees to use 100% of accrued sick leave for any post-employment premiums. Motion carried by the majority present.

In discussion, the changes would restore equity to the City's general compensation program between non-union and union employees.

CITY CLERK RECRUITMENT/SELECTION

Committee reviewed and approved the City Clerk job description as presented. Among the changes to the job description included educational requirements, Clerk certification or enrollment when the CMC classes are available, ability to understand and execute the Statewide Voter Registration System and expanded computer program skills.

City Administrator Tapson proposed a salary range of \$44,695 to \$54,627. A recruitment/appointment procedure was reviewed and approved by the Committee. The present Clerk will be retiring March 1, 2009. Tapson recommended appointing her replacement with a January 1, 2009, start date to allow for training.

Committee agreed that staff screen all applicants, selecting not more than five candidates for interviews. Committee members, the Mayor and City Administrator would interview the candidates.

Committee asked that the interviews take place before Thanksgiving.

Motion (Payson/McClory) to recommend to Council to authorize staff to move forward with recruitment and selection of the City Clerk.

ADJOURNMENT

Motion (McClory/Dunwiddie) to adjourn at 5:50 p.m. Motion carried by the majority present.

Nancy B. Jacobson
City Clerk