

CITY OF ELKHORN
Human Resources
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin
March 18, 2013

Chairman Kim DeHaan called the Human Resources Committee meeting to order at 5:00 p.m. followed by Roll Call.

ROLL CALL

Present: Aldermen Kim DeHaan, Gary Payson, Sr., Brian Olson

Also present: City Administrator Sam Tapson, Fire Chief Rod Smith, City Clerk Darlene Igl, Police Chief Joel Christensen, Electric Utility Director John Murphy, Finance Director Mary Hinske

EMPLOYEE PERFORMANCE MANAGEMENT PLAN

The performance review system currently in place was discussed as well as the core competencies that are defined. It was discussed that some of the competencies would not apply to certain positions. It was requested that the Chairman of the Human Resources Committee be present when Department Head reviews are conducted. It was agreed to continue to utilize the program procedures and guidelines that are currently in place with the addition of a narrative section being added to the employee evaluation summary.

Administrator Tapson stated that he will provide the compensation plan to the Committee for review and discussion at an upcoming meeting.

ADJOURN

Motion (Olson/DeHaan) to adjourn at 5:36 p.m.

Darlene Igl
City Clerk