

CITY OF ELKHORN
Human Resources Committee Minutes
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

July 21, 2016

Human Resource Committee was called to order at 5:00 p.m. by Alderman Myrin followed by Roll Call.

Roll Call

Present: Aldermen Tom Myrin, Scott McClory, Bruce Lechner

Also present: Aldermen Hoss Rehberg and Cathy Bensaïd, Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, Utility Operations Director John Murphy, Library Director Lisa Selje

City Administration Employee Upgrade: Elevate Current 30 Hour Customer Service Clerk to Full-time Status

Finance Director Heilman said the Customer Service Clerk was originally hired to a 28 hour work week, replacing a previous full-time employee. The intent was to see if it could be operated with reduced hours, but it has not worked well as there was only 1 person from 8:00 to 10:00 a.m. The Deputy Clerk/Treasurer, the only other employee with a view of the counter, covers those morning hours but then she is unable to accomplish her duties. Currently the part-time position is filled by a temporary employee after the resignation of the previous Customer Service Clerk. Alderman Rehberg asked if any duties can be outsourced; Administrator Tapson said that much of the work is at the counter and it is difficult to outsource. Alderman Lechner asked if the utilities budgets can support the upgrade; they can. Finance Director Heilman said the increased costs to each utility would be as follows: Electric - \$4,836; Water - \$4,836; Sewer - \$3,631. The General Fund would see a reduced expense of \$6,724. **Motion (McClory/Lechner) to recommend to make the employee upgrade to elevation current part-time position to full-time status. Voice vote; all approved; motion carried.**

Adjournment

Motion (McClory/Lechner) to adjourn at 5:21 p.m.

Cairie L. Virrueta
City Clerk