

PERSONNEL COMMITTEE

Tuesday, June 11, 2013

City Hall, Room 207

5:30 p.m.

MEMBERS: Chair Nicholson, Ald. Kocha, Ald. DeWane, Ald. Sladek

1. Roll Call.
2. Adoption of the Agenda.
3. Approval of the minutes of the meeting of May 14, 2013.
4. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Building Custodian I – Police Department
 - b. Clerk Typist III – Inspection
5. Request from the Police Department to approve special leave for Officer Secor and Officer Jordan to attend Firearms Training in Waverly, TN from November 15-17, 2013.
6. At the request of the Personnel Committee, a review of Personnel Policy, Chapter 11 regarding Travel & Reimbursement, with possible action.
7. At the request of Ald. Nicholson a review of the Web and Graphic Designer position.
8. Report by the Human Resources Director on upcoming insurance benefit timelines.
9. Fact-finding hearing by the Personnel Committee regarding Fire Fighter Grievance 13-01. The Personnel committee only may meet in closed session to deliberate.

The Committee may convene in closed session pursuant to §19.85(1)(a), Stats., for the purpose of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Committee may, thereafter, reconvene in open session pursuant to §19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.

10. Report of Routine Personnel Actions for regular employees.

- 1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT www.greenbaywi.gov
- 2) **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting, resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative should be present at this meeting.