

# Minutes

## CIVIL SERVICE COMMISSION

February 21, 2003

***Please note: Minutes are unofficial until approved by the Civil Service Commission at their next regularly scheduled meeting.***

Present: Commissioners Bernard Kramer, Mark Jorgensen, Virginia Moths, and Sue Robison-Matheson.

Absent: Commissioner Ronald Pezze.

Also present was Director of Human Resources Tami Potkay.

Chairperson Kramer called the Civil Service Commission meeting to order at 7:38 AM.

### APPROVAL OF MINUTES

Motion by Commissioner Moths to accept the minutes of November 11, 2002 as presented. Seconded by Commissioner Robison-Matheson and carried unanimously.

As a follow-up to an action item on the November 11 minutes, the Commissioners discussed a suggestion that the minutes be expanded to provide a more comprehensive record of the discussion topics and action items. Although the minutes indicated that the issue would be discussed further at the next meeting, the item was not included on the January agenda. The November minutes also included a request from two Commissioners for additional information related to proposed 2003 salary ranges and inclusion of the item on the November 25, 2002 CSC meeting agenda. That meeting was cancelled and the action was not taken at the subsequent (January) meeting.

Motion by Commissioner Moths to ensure that future minutes are comprehensive and fully reflect items discussed in Open Session. Seconded by Commissioner Robison-Matheson and carried unanimously.

**ACTION: An appropriate representative who can review and explain *Robert's Rules of Order* as it pertains to CSC meetings will be invited to an upcoming meeting.**

Motion by Commissioner Moths to accept the minutes of January 10, 2003 as presented. Seconded by Commissioner Kramer and carried unanimously.

### SCHEDULE FOR UPCOMING MEETING DATES/TIMES

The Commissioners discussed the need for advance scheduling of upcoming meetings to ensure all Commissioners could arrange their schedules to accommodate the meetings.

Motion by Commissioner Kramer to schedule future CSC meetings at 7:30 AM on the first and third Tuesdays of each month. Seconded by Commissioner Moths and carried unanimously.

The effective date of the schedule will be April 1. The next meeting was previously scheduled for Thursday, March 13.

Motion by Commissioner Kramer to move into Closed Session. Seconded by Commissioner Moths. Upon voting, Commissioner Kramer voted yes, Commissioner Jorgensen voted yes, Commissioner Moths voted yes, and Commissioner Robison-Matheson voted yes.

### CLOSED SESSION

The basis for the items to be discussed in Closed Session are as enumerated in Section 19.85(1)(c) of the Wisconsin State Statutes.

- (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Decision Band Recommendations -

Motion by Commissioner Kramer to move into Open Session. Seconded by Commissioner Moths and carried unanimously.

**DECISION BAND RECOMMENDATIONS**

Motion by Commissioner Kramer to recommend to council to approve the banding for the position of

Human Resources/Safety Administrator at C-4-1 effective January 1, 2003. Seconded by Commissioner Robison-Matheson and carried unanimously.

Motion by Commissioner Moths to recommend to council to approve the banding for the position of IT

Network Administrator at C-4-2, effective January 1, 2003. Seconded by Commissioner Kramer and carried with Commissioner Robison-Matheson voting no.

Motion by Commissioner Robison-Matheson to recommend to council to approve the banding for the position of IT System Administrator at C-4-2, effective January 1, 2003. Seconded by Commissioner Moths and carried unanimously.

Motion by Commissioner Kramer to recommend to council to approve the banding for the position of IT Programmer/Analyst at C-4-3, effective January 1, 2003. Seconded by Commissioner Moths and carried with Commissioner Robison-Matheson voting no.

Motion by Commissioner Robison-Matheson to recommend to council to approve the banding for the position of Lead Inspector at C-5-1, effective January 1, 2003. Seconded by Commissioner Kramer and carried unanimously.

Motion by Commissioner Robison-Matheson to recommend to council to approve the banding for the position of Building Maintenance Manager at D-6-1, effective January 1, 2003. Seconded by Commissioner Moths and carried unanimously.

Motion by Commissioner Robison-Matheson to recommend to council to approve the banding for the position of Inspection Services Manager at D-6-1, effective January 1, 2003. Seconded by Commissioner Moths and carried unanimously.

Motion by Commissioner Robison-Matheson to recommend to council to approve the banding for the position of IT Manager at D-6-2, effective January 1, 2003. Seconded by Commissioner Moths and carried unanimously.

Motion by Commissioner Kramer to direct Tami Potkay, Director of Human Resources to prepare correspondence to the City Attorney outlining the motions of the Civil Service Commission on February 21, 2003, for the purpose of updating Chapter 11. The memo shall include mention of the Assistant Chief positions. Seconded by Commissioner Robison-Matheson and carried unanimously.

**Adjourn**

Motion by Commissioner Robison-Matheson to adjourn the meeting at 9:45 p.m. Seconded by Commissioner Moths and carried unanimously.

Submitted By

R. Sue Robison-Matheson