

PROCEEDINGS OF THE  
CITY OF NEW BERLIN  
CIVIL SERVICE COMMISSION MEETING MINUTES  
November 20, 2003 - 8:05am

NEW BERLIN CITY HALL  
3805 S. Casper Drive  
Conference Room "A/B"

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

Present: Commissioners Virginia Moths, Gary Gray, Bernie Kramer, Kelly Parbs, and Helen Uhan  
Also present: Employee Representative Patt Kure, and Director of Human Resources Tami Potkay (8:08am),  
Mayor Wysocki (8:23 am)

Chairperson Moths called the meeting to order at 8:05 a.m.

**III. APPROVAL OF MINUTES**

Comm. Gray moved and Comm. Kramer seconded the motion to accept the minutes of October 16, 2003. The motion carried unanimously. Tami Potkay Director of Human Resources, takes exception to the October 16, 2003 minutes.

**IV. DISCUSSION AND TRAINING ON THE DECISION BAND METHOD AND PAY FOR PERFORMANCE PROGRAM AND MATRIX**

The question of formal training for the employee regarding the Decision Band Method was made. The Director of Human Resources explained, that there is no formal training of the employees for the decision band method process and how it works, however the Decision Band Committee (consisting of 7 civil service employees) and department heads are trained in the Decision Band Method.

**V. CLOSED SESSION**

We did not go into closed session.

**No Action** --Report from the Decision Band Committee was not received by Human Resources. H.R. will advise Commissioners when report is received and will be discussed at another date.

**VI. OPEN SESSION DISCUSSION AND POSSIBLE ACTION ON DECISION BAND RECOMMENDATIONS**

**No Action**

**VII. DISCUSSION OF THE REQUEST FOR PROPOSALS TO HIRE AN OUTSIDE CONSULTANT CONVERSANT WITH CIVIL SERVICE ORDINANCES AND HUMAN RESOURCES POLICIES**

City Attorney Mark Blum has provided request for proposal to hire an outside consultant. Commissioners have asked for re-wording or clarification of Page 7, Point 2, sentence 1.

Motion by Comm. Kelly Parbs and seconded by Comm. Uhan to seek clarification on Page 7, Point 2 1<sup>st</sup> sentence from City Attorney Mark Blum and carried unanimously. It was decided that Chairperson Moths would forward the request to the City Attorney, and request that the revision will be completed by December 1, 2003.

Question regarding the time line was posed. Once the Request for Proposal is approved, Commissioners understand that the dates (as indicated in the proposal) will adjust.

**VIII. NEXT MEETING DATE** December 04, 2003 8:05am

**IX. ADJOURN**

Motion by Comm. Gray and seconded by Comm. Parbs to adjourn meeting 8:45am and carried unanimously.

Submitted by Helen Uhan, Civil Service Commission