

Minutes

CIVIL SERVICE COMMISSION November 11, 2002 Meeting

PRESENT: Commissioners Bernard Kramer, Mark Jorgensen, Virginia Moths, and Sue Robison Matheson. Commissioner Ronald Pezze was excused.

ALSO PRESENT: Employee Representative Patt Kure and Director of Human Resources Tami Potkay
Chairperson Kramer called the Civil Service Commission meeting to order at 4:35 p.m.

APPROVAL OF MINUTES

Motion by Comm. Jorgensen to approve the September 9, 2002 minutes as presented. Seconded by Comm. Moths and carried unanimously.

Motion by Comm. Kramer to approve the October 8, 2002 minutes as presented. Seconded by Comm. Robison-Matheson and carried unanimously.

Comm. Robison-Matheson suggested that CSC minutes be expanded to provide a more comprehensive record of the discussion topics and action items. Ms. Kure noted that employees who rely on the notes for information about the meeting might also find it useful.

ACTION: The issue will be discussed further at the next meeting.

GENERAL DISCUSSION OF NEW POSITIONS, CHANGES, ETC, FROM DIRECTOR OF HUMAN RESOURCES

Ms. Potkay reported on the status of recruiting efforts for the position of City Clerk.

Ms. Potkay reported that three individuals from the Division of Utilities and Streets, and the Police Chief have announced their retirement.

DECISION BAND PROCEDURES

Ms. Potkay reported that the Common Council agreed to table the banding recommendation of three IT positions, and the issue has been referred to the Director of Finance and Administration for review. The DBM Committee will consider any additional information provided before referring back to the CSC.

In response to questions raised during the October 8, 2002 CSC meeting, Ms. Potkay provided information about Guidelines and Procedures related to decision banding. She encouraged the CSC to review the materials and consider recommendations for any necessary updates.

ACTION: Ms. Potkay will meet with interested members of the CSC at 5:00 p.m. on November 21 to discuss the procedures and answer questions.

Motion by Comm. Robison-Matheson to move into closed session. Seconded Comm. Kramer and carried unanimously.

CLOSED SESSION

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

- Decision Band Recommendations -
- 2003 Salary Ranges & Matrix -

OPEN SESSION

2003 SALARY RANGES

Motion by Comm. Jorgensen to accept the 2003 Midpoint for the 2003 Salary Ranges. Seconded by Commissioner Kramer. The motion did not carry. (Note for record: Comm. Robison-Matheson and Comm. Moths opposed. They requested additional information and inclusion of the item on the agenda for the November 25, 2002 CSC meeting.)

CHANGES/UPDATES TO CHAPTER 11

This agenda item will be carried over to the November 25, 2002 CSC meeting.

NEXT MEETING: November 25, 2002 at 4:30 p.m.

Motion by Commissioner Robison-Matheson to adjourn. Seconded Comm. Jorgensen and carried unanimously.

The meeting adjourned at 5:40 p.m.

Sue Robison-Matheson, Commissioner
Civil Service Commission