

City of Portage

Human Resources Committee Meeting

(This meeting will constitute a meeting of the Finance/Administration Committee, the Community Development Block Grant Committee and the Municipal Services and Utilities Committee as a quorum of members will be present; but no business of those committees will be taken up.)

Tuesday, January 15, 2013, 5:00 pm

Municipal Building, Conference Room One

Agenda

Members: Kenneth H. Jahn, Chairperson, Kenneth Ebnetter, Rick Dodd, Jeff Garetson, Doug Klapper, Michael G. Oszman

1. Roll call
2. Approval of minutes from previous meeting
3. Closed session
The committee will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) for the City Administrator recruitment and selection process.
4. Adjournment

**City of Portage
Human Resources Committee Meeting
Thursday, January 10, 2013, 6:30 p.m.
Municipal Building, Conference Room One**

Members Present: Kenneth H. Jahn, Chairperson, Rick Dodd, Jeff Garetson, Doug Klapper, Michael G. Oszman

Excused: Kenneth Ebnetter

Also present: City Clerk Moe, Interim City Administrator Murphy

Media present: Craig Sauer from Portage Daily Register, Bill Welsh with Cable TV

1. Roll call

The meeting was called to order at 6:30 p.m. by Mayor Jahn.

2. Approval of minutes from previous meeting

Motion by Oszman, second by Dodd to approve the minutes of the December 27, 2012 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible action on revised position description for Administrative Secretary/Deputy Clerk

The committee reviewed the revised position description. Motion by Dodd, second by Oszman to recommend approval of the revised position description as presented. Motion carried unanimously on call of roll.

4. Consideration of recommendation for appointment of Administrative Secretary/Deputy Clerk

The committee reviewed the memo from Interim City Administrator Murphy regarding the conditional offer of employment for Rebecca Ness dated January 4, 2013. Motion by Oszman, second by Klapper to recommend approval of the terms of employment for Rebecca Ness as outlined in the memo, effective January 6, 2013. Motion carried unanimously on call of roll.

5. Discussion and recommendation on process of filling remaining posted vacancies

There was discussion regarding using the applications received for the Administrative Secretary/Deputy Clerk and Receptionist positions for the Public Works Secretary position as some of the skills are the same for all the positions. Those applications would be made available for the Police Secretary position as well. Motion by Oszman, second by Klapper to utilize the applications already received for the vacant positions. Motion carried unanimously on call of roll.

6. Adjournment

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 6:52 p.m.

Marie A. Moe, WCPC, MMC
City Clerk