

SALARIES AND GRIEVANCES COMMITTEE (Monday, January 11, 2016) Generated by Vicki Leonhardt on Monday, January 11, 2016

1. OPENING OF MEETING

1.1 CALL TO ORDER Ald. Donohue called the meeting to order at 4: 00 p.m.

1.2 COMMITTEE MEMBERS: Chair Mary Lynne Donohue, Vice-Chairman Joe Heidemann, Alderpersons Bohren, Hammond and Kath

1.3 EX-OFFICIO MEMBER: Sandy Rohrick, Director of Human Resources ALSO ATTENDED: Jim Amodeo, Mayor Vandersteen, Chief Domagalski, David Biebel, Chad Pelishek, Bob Bluske, Debbie DeAmico, Sheboygan Press

1.4 PLEDGE OF ALLEGIANCE WAS RECITED BY ALL

2. MINUTES

2.1 APPROVAL OF MINUTES - December 28, 2015 Motion to approve by Ald. Heidemann, Second by Ald. Kath. All Ayes. Motion Passes.

3. ITEMS FOR DISCUSSION & POSSIBLE ACTION

3.1 Discussion and possible action regarding the results of the Chief Administrator survey. Sandy Rohrick reviewed the overall results of the survey to the Committee.

3.2 Discussion and possible action regarding the finalization of the City Administrator name change and job description. Motion by Ald. Hammond to approve the document dated January 11, 2016.

Second by Ald. Kath.

All Ayes. Motion Passes. Discussion was held on the job description. Motion by Ald. Hammond to amend the job description to add a paragraph # 11 to state

"The City Administrator consults with the Mayor, President, and Vice President on an as-needed basis".

Second by Ald. Heidemann.

All Ayes. Motion Passes. Motion by Ald. Hammond to amend the job description that the City Administrator would be evaluated on an annual basis by the Strategic Fiscal Planning Committee, to include, at a minimum the Mayor, President and Vice President of the Common Council. All would evaluate separately and then compiled together.

Once complete, the Mayor and President of the Council will meet with the City Administrator and go over the evaluation. Second by Ald. Bohren (There may be changes to the evaluation as time goes on as there are upcoming discussion on the reorganization of an evaluation form specific to this position with the Council). Motion to amend the job description to state the need for a masters degree from an accredited college or university required, preferably in the fields of business or public administration by Hammond, Second by Ald. Heidemann. Motion by Ald. Hammond to approve the changes to the job

description of the City Administrator, as amended, second by Ald. Bohren. All Ayes. Motion Passes.

3.3 Discussion and finalization of the hiring process for the City Administrator. The proposed hiring process for the City Administrator would be the Director of Human Resources meets with the Civil Service Commission to review and then interview the qualified applicants. The second phase will be the interview team who will interview the applicants. The interview team would consist of the Mayor, Ald. Hammond, Ald. Donohue, Sandy Rohrick and two (2) Department Heads; Chief Domagalski and David Biebel. The third phase will be the candidate would interview with Ald. Hammond and the Mayor.

The Mayor would then introduce his recommendation to the Common Council for the final approval.

Motion by Ald. Hammond and Second by Ald. Heidemann to draft a Resolution regarding the hiring process for the City Administrator;

1) The Civil Service Commission and the Director of Human Resources

to review/interview for the City Administrator. 2) Recommendation to the interview team. 3) The Mayor and Ald. Hammond interview one or more final candidates. 4) Common Council reviews the Mayor's recommendation and makes the final decision to approve or not approve. Ald. Bohren

stated to suspend the rules on the resolution to keep the process moving along.

4. CLOSING OF MEETING

4.1 SET NEXT MEETING DATE January 25, 2016, 4: 00 p.m.

4.2 ADJOURN Motion to adjourn by Ald. Hammond, Second by Ald. Heidemann, All Ayes, Motion Passes.