



## Human Resources

W240N3065 Pewaukee Road  
Pewaukee, WI 53072  
(262) 691-6035 Fax (262) 691-6009

### **HUMAN RESOURCES COMMITTEE MEETING NOTICE AND AGENDA**

**Friday, March 1, 2019**

**10:30 AM**

Bonnie Blair Conference Room

- 
1. Call to Order and Pledge of Allegiance
  2. Approval of Human Resources Committee Meeting Minutes dated February 14, 2018.
  3. Discussion and Possible Recommendation Regarding Role of the Common Council in Hiring Process for Department Heads.
  4. Discussion and Possible Recommendation on level of Village of Pewaukee input into the hiring of City of Pewaukee employees.
  5. Adjournment

Lisa Bergersen  
Human Resources Director

February 25, 2019

#### **NOTICE**

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE  
HUMAN RESOURCES COMMITTEE AGENDA ITEM 2.**

**DATE:** March 1, 2019

**DEPARTMENT:** Human Resources

**PROVIDED BY:**

***SUBJECT:***

Approval of Human Resources Committee Meeting Minutes dated February 14, 2018.

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

Minutes 2.14.2018

In attendance:

Aldermen J. Kara, R. Grosch, Human Resources Director L. Bergersen.

Also in Attendance:

Administrator S. Klein, Public Works Director J. Weigel and Utility Superintendant Jane Mueller

1. Call to Order and Pledge of Allegiance

Ald. Kara called the meeting to order at 10:04 AM

2. Approval of Human Resources Committee Meeting Minutes dated July 19, 2017

**A motion was made and seconded, (Ray Grosch, Jeff Kara) to approve the HR Committee Meeting Minutes dated July 19, 2017.** Motion Passed: 2-For, 0-Against.

3. Discussion and Possible Action to Reclassify Utility Billing Specialist from Eighty-Percent to Full-Time [Weigel]

J. Weigel provided additional history regarding the support staffing levels in the department including a previous study by Virchow Krause. Last approved staffing levels were 1 full-time and 1 at 80% of full-time. In addition the 80% employee, who often previously worked 90%, has been working full-time since the retirement of the full-time employee.

Ald. Kara asked for clarification on grade levels and if there are to be changes. L. Bergersen explained that there are not any at this time. Ald. Grosch recognized that the retired position has yet to be filled so staffing is already short. J. Weigel explained that the full-time position they are not asking for changes on.

Ald. Grosch asked about the financial impact and J. Weigel explained that it changes depending on factors - bottom line would be @\$22,000 with top level benefits, lowest level wage. But current year changes would be budget neutral since the FT position has been vacant for so long.

Ald. Kara asked if the need was there for two full-time people, and when it was thought the need to add another staff person might come up. J. Weigel explained that customer service levels and having top-level staff perform admin level tasks. Ald. Kara clarified that his questions come from a desire to understand the bigger picture.

**A motion was made and seconded, (Jeff Kara, Ray Grosch) to approve and recommend to the Common Council the reclassification of employees and job descriptions as presented, and that the Common Council approve the adjustments in the 2018 budgets accordingly.** Motion Passed: 2-For, 0-Against.

4. Adjournment

**A motion was made and seconded, (Jeff Kara, Ray Grosch) to adjourn at 10:40 AM.** Motion

Passed: 2-For, 0-Against.

Respectfully Submitted,

Lisa Bergersen  
Human Resources Director