

It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
August 4, 2014
7:00 PM
Or immediately following Board of Public Works**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 7/21/14](#)
- D. ACTION/DISCUSSION ITEMS
 - 1. [Enhanced Vacation Allowance - Public Health Director](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
July 21, 2014
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 8:53 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Taylor, Mayor Merkes

EXCUSED: Alderman Nichols

ALSO PRESENT: CA/HRD Captain, PC Styka, ASD Steeno, Captain Halderson, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 7/7/14](#)

Moved by Ald. Langdon, seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. New Officer Lateral Entry Option

PC Styka explained the difficulty of filling open officer positions. Staff is recommending offering a lateral entry program to a candidate that has five or more years of full time experience with a different agency. This could be a way to attract a larger pool of candidates. Union leadership are in support of this concept.

General discussion ensued on reasons for the difficulty in hiring, recruiting procedures.

Moved by Ald. Sevenich, seconded by Ald. Taylor to recommend to Common Council Staff execute a side letter agreement with the Police Union which would allow for the implementation of a lateral entry program for officer candidates with five or more years of full time police officer experience.

2. Moved by Ald. Benner, seconded by Ald. Keehan to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Police Local 603).

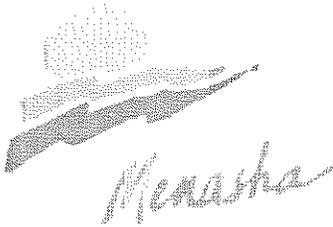
Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 9:46 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



MEMORANDUM

To: Personnel Committee
From: Peggy Steeno, ^{PS} Administrative Services Director
Date: July 30, 2014
RE: Enhanced Vacation Allowance – Public Health Director

I am pleased to announce Nancy McKenny as a finalist for the position of Public Health Director for the City of Menasha. Ms. McKenny's previous employment experience includes: Compliance Safety Officer for the Partnership Community Health Center, Director of Workforce Development for the State of Wisconsin, State Dental Hygiene Officer for the State of Wisconsin, Department of Health, and Instructor and Curriculum Writer for the Northeast Technical College, over the course of 24-plus years.

While the hiring for this position is a Mayoral appointment, City policy does require that the Personnel Committee and/or the Common Council approve any variation to the prescribed vacation allowance for new employees per the following language:

- An enhanced vacation allowance may be necessary for new employees. Any enhanced vacation offer must be approved in advance by the City's Personnel Committee and/or Common Council.

By way of details, per the City's Personnel Policy Handbook, a new, non-represented, regular, full-time employee is entitled to ten (10) days of vacation per year after one year of service. Because our finalist is a seasoned professional, with considerable experience in the Public Health field, there is a request for an enhanced vacation allowance as follows:

- Up to one week of vacation to be available for use in 2014, and
- Fifteen (15) days of vacation annually.

Please let me know if you have questions or would like additional information in advance of the Personnel Committee Meeting on Monday.

Requested Motion: Approval of an enhanced vacation allowance, as outline in this memo, for the upcoming Public Health Director hiring.