

**MINUTES 3-10-11**  
**SALARIES AND GRIEVANCES COMMITTEE**  
**THIRD FLOOR CONFERENCE ROOM - CITY HALL**

**DATE:** June 14, 2010

**TIME:** 5:30 pm

**PLACE:** City Hall

Third Floor Conference Room

**Members:** Jean Kittelson, Vice Chairman; James Gischia; Jodi VanderWeele; Scott Versey

**Ex-officio Member:** Tom Rice Director of Human Resources and Labor Relations

**Excused:** Alderperson Mark Hanna, Chair

**Others in Attendance:** Alderperson Marilyn Montemayor, Nancy Buss

**OPEN:**

1. Call meeting to order.
2. Pledge of Allegiance.
3. Approval of minutes from the May 19, 2010 meeting.

Motion by Ald. VanDer Weele to approve the minutes, Second by Ald. Versey All Aye 4 – 0.

4. Status of the Human Resources temporary help.

Motion by Ald. VanDer Weele, Second by Ald. Versey to approve exceeding 600 hours for the classification X employee and paying retirement benefits. Passed 4 – 0.

5. Reorganization of the Human Resources Department.

Motion by Ald. Gischia, Second by Ald. Versey to approve the reorganization proposal for the Human Resources Department (job descriptions, organization chart, and proposed T.O.) and lift the hiring freeze for the Employee Benefits Administrator. Passed 4 – 0.

## **Director's Report**

- Updated job description for Finance Director/Treasurer.

Tom Rice passed out the updated copies of the job description for the Finance Director/Treasurer.

6. Set date and time of next Committee meeting.

Monday, June 28, 2010 5:30 p.m. – Third Floor Conference Room, City Hall.

7. Adjourn.

Motion by Ald. Vander Weele , Second by Ald. Gischia to adjourn. Motion Carried, 4 – 0.

*Persons with disabilities who need accommodations to attend the meeting should contact the Human Resources Department at the following address as soon as possible: City Hall, Room 204, 828 Center Avenue, Sheboygan, WI. PH: 920/459-3373.*