

CITY OF LAKE GENEVA PERSONNEL COMMITTEE MINUTES
MONDAY, AUGUST 5, 2024 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Members: Chairperson Cindy Yager, Sherri Ames, Mary Jo Fesenmaier, Linda Frame, and Peg Esposito

Meeting called to order by Chairperson Yager
Chairperson Yager called the meeting to order at 4:00 pm.

Roll Call
Present: Yager, Ames, Fesenmaier, Frame, Esposito
Absent:

Comments from the public limited to 5 minutes, limited to items on this agenda
None.

Approval of the regular Personnel Committee minutes of July 1, 2024, and the Special Personnel Committee minutes of June 28, 2024, and July 23, 2024
Motion by Ames to approve, second by Fesenmaier.
No discussion. Motion carried 5-0 on a voice vote.

Discussion/Update regarding the City Clerk posting
Alderpersion Yager gave an update on the City Clerk posting and hiring process.
General discussion followed on the application, review process, interview process, and hiring process.
Yager explained the Committee would be involved in reviewing the finalists.
Clarification is requested about who is involved in the review process; Yager explained that the Mayor, Administrator, Finance Director, Deputy Clerk, and HR Specialist would be involved in initial review of submitted applications.

Discussion regarding Committee Chair packet materials
Yager introduced proposed documents for new committee members and explained the goal is to have a resource for Committee Chairs with various materials.
The Committee/Board/Commission Application was discussed first. Members voiced support in keeping the form simple, and discussed how to convey City residency requirements.

The Committee paused discussion on this item to move to Discussion/Update regarding the City Administrator Search.

Discussion/Update regarding the City Administrator Search
Lee Szymborski from Gov USA gave an update on the search for the City Administrator, including an overview of the process, potential timelines, development of the position announcement and recruitment effort, and candidate review.
Discussion followed between Mr. Szymborski and the Committee members covering plans for initial stakeholder meetings.

Discussion regarding Committee Chair packet materials
Discussion returned to the packet materials and a possible welcome letter for new committee members.
Yager opened the topic for suggestions and spoke about paper vs digital copies of requested documents.
Discussion followed covering topics including cost consideration to the City and volunteer resident committee members for printed documents, distribution of resource materials at the first meeting after each spring election, training programs for committee members, and contact information for committee members.
Different suggestions on how to obtain committee member contact information are discussed regarding if this

should be included on the application or the welcome letter.

Discussion followed on a Roberts Rules of Order help sheet document which would help Chairpersons with running a meeting.

Yager introduced the Secretary's minute document.

Interim City Administrator DeAngelis suggested changes to the review process.

Discussion followed on the agenda timeline with Fesenmaier suggesting that the minutes be turned in within a week after the meeting.

Suggestions are discussed on how to incorporate and facilitate changes to the agenda timeline policy. The City Administrator will work on getting the policy updated to reflect suggested changes.

Content of minutes discussed regarding pro or con statements being used for clarification, signature of secretary being noted, and consistency across boards and committees pertaining to officers.

Next Meeting Date & Time: Tuesday, September 3, 2024, at 4:00 pm (Monday, September 2, 2024, is Labor Day)

Future Agenda Items:

- a. Committee Chair Packet**
- b. Continue to Review Job Descriptions**
- c. Review Committee Guidelines/Procedures for all Standing and Appointed Boards/Commissions (i.e. member voting rights, etc.)**
- d. Review Policy and Procedures Manuals**
- e. Handbook Discussion/Review**
- f. Set Schedule for Staff Evaluations**

Adjournment

Motion by Ames to adjourn, second by Esposito.

No discussion. Motion carried 5-0 on voice vote.

The Committee adjourned at 5:15pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns
Deputy City Clerk