

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, COMMON COUNCIL CHAMBERS
9229 W. Loomis Road, Franklin, WI 53132
Monday, March 16, 2026 @ 6:00 p.m.**

MINUTES

- I. Call to Order, Roll Call, and Pledge of Allegiance: March 16, 2026, Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Budny in the Common Council Chambers at City Hall. Members present were Chair Budny, Alderman Hasan, Alderwoman Eichmann, Members Prusko, Kenney, and Ireland. Member Zuberi joined at 6:04pm. Also, in attendance was Director of Administration Hersh. Human Resources Administrator Wieting.
- II. Citizen Comment Period: None
- III. Welcome New Human Resources Administrator Blake Wieting: Mr. Wieting introduced himself to the council. Informational item only; No action required.
- IV. Approval of the Minutes of December 2025: Motion by Alderman Yousef Hasan and seconded by Danelle Kenney to approve the minutes from 12/15/25 as submitted. Motion carried. Ayes: All. (Cathy Richard absent/excused)
- V. Review and Approve Draft Language for Sick Leave Changes in the Employee Handbook, as discussed at the 9/15/2025 meeting: Motion by Alderman Yousef Hasan and seconded by Alderwoman Michelle Eichman. Ayes: All
- VI. Approval of the Director of Health Updated Job Description & JAQ Rating: Motion by Danelle Kenney and seconded by Alderman Yousef Hasan. Ayes: Bundy, Prusko, Zuberi, and Ireland. Noes: Alderwoman Michelle Eichmann. This item was tabled for further review and discussion.
- VII. Organizational Structure: Motion by Yousef Hasan and seconded by Frank Prusko. Ayes: All. A break was taken from 7pm until 7:15pm. Mayor requested this item to be tabled.

Motion for Blake Wieting, HR Administrator, and Kelly Hersh, Director of Administration, to review current organizational structure within in our employee handbook and to bring this back to the group to discuss and to create two new binders for two of the members.
- VIII. Staffing Report: None

- IX. Future Agenda Items
- Org Chart Alignment with Employee Handbook
 - Update Job Descriptions
- X. Next Scheduled Meeting Date: April 20th or May 18th
- XI. Adjournment: Motion by Alderman Yousef Hasan and seconded by Alderwoman Michelle Eichmann. Ayes: All. Adjourned at 7:32pm