

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING**

**FRANKLIN CITY HALL, HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., Monday, June 20, 2011**

MINUTES

- I. The June 20, 2011 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Brunner in the Hearing Room at City Hall. Members present were Brunner, Wikel, Barber, Sakwinski, Sheehan, Green, Alderman Schmidt and Alderman Solomon. Alderman Olson was absent. Also in attendance was Director of Administration Luberda.

- II. Citizen comment period

There were no citizen comments.

- III. Approval of minutes from meeting of May 16, 2011.

Motion by Alderman Schmidt and seconded by Member Sheehan to approve the minutes from May 16, 2011. Motion carried: Ayes-All, except Member Green who voted “present” due to his absence at the May 16th meeting.

- IV. Proposal to Move ½ Time Clerical Staff Position from the Police Department to the Court, Including Revisions to Job Descriptions for the Deputy Court Administrative Assistant, Confidential Municipal Court Administrative Assistant, and the Confidential Police Administrative Assistant.

Judge Klimitz, Chief Oliva and Inspector Hahn presented information on why they propose moving a ½ time position from the Police Department to the Courts and specifics on how administration of the departments would work.

Motion by Member Wikel and seconded by Member Sheehan to recommend approval of the proposal to move ½ time clerical staff position from the Police Department to the Municipal Court. Motion Carried: Ayes – All.

Motion by Alderman Solomon and seconded by Alderman Schmidt the Deputy Court Administrative Assistant job description with changes throughout referencing the supervisor as “the Municipal Judge and/or his designee”. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Member Sheehan to approve the Confidential Municipal Court Administrative Assistant job description with changes as recommended throughout referencing the supervisor as “the Municipal Judge and/or his designee”. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Member Barber to approve the job description for the confidential Police Administrative Assistant. Motion Carried: Ayes – All.

V. Open Positions Report

Discussion Held. No Action Taken.

VI. Next Meeting Date – July 18, 2011

VII. Adjournment

Motion by Member Green and seconded by Alderman Schmidt to adjourn the Personnel Committee meeting at 6:43 p.m. Motion carried: Ayes-All.