

**SPECIAL ADHOC ADMINISTRATIVE STAFF RESTRUCTURE COMMITTEE
Minutes**

May 13, 2020

Brillion City Center

1:00 pm

CALL TO ORDER:

Mayor Edinger called the meeting to order at 1:04 pm.

ROLL CALL:

Present were Mayor Mel Edinger, Alderpersons Joe Levash and Betty Nies. Also present was Administrator/Clerk-Treasurer Lori Gosz.

CONSIDER OPTIONS FOR HIRING CITY ADMINISTRATOR AND CITY CLERK/TREASURER:

Gosz reported she received a proposal from CLA to outsource the hiring process for a Clerk/Treasurer. She explained CLA offered two options; option #1 - full professional search with a cost of 22% of the annual compensation for the position, or option #2 – consultative search/hourly model ranging \$225-275/hour. CLA indicated the search would take 8-10 weeks for complete.

It was suggested to contact the IPR Group to get a price on hiring for a Clerk-Treasurer and Administrator.

Gosz stressed the importance to hire the Clerk-Treasurer first. This would allow for the individual to train for the Fall Presidential Election as there is education requirements by the Wisconsin Election Commission. Gosz also stated that since the retirement of the Deputy/Clerk-Treasurer her time has been consumed by Clerk-Treasurer duties.

Gosz will prepare sample hiring advertisement for the Clerk-Treasurer position for the next meeting.

CONSIDER OPTIONS FOR WAGE SCALES FOR ADMINISTRATIVE STAFF:

Gosz distributed a salary survey from WCMA prepared in 2018. She explained the survey is for Administrator and Administrator/Clerk-Treasurer positions.

Gosz explained CLA proposed a wage scale for the Clerk-Treasurer position with a median comp at \$54,721. Nies stated she did a search on the internet and feels this is within reason. It was suggested to proceed with a wage scale for Clerk-Treasurer from \$45,000-55,000.

CONSIDER SCHEDULE, HOURS AND COMPENSATORY TIME POLICY AMENDMENT:

Levash stated he would like to see an amendment to the policy that there be no compensatory time recorded or granted to salary exempt employees. It was suggested to establish an amendment to the policy prior to the new hire. It was also suggested to consider a new flex benefit program.

FUTURE AGENDA ITEMS:

- Consider Options for Hiring City Administrator and City Clerk/Treasurer
- Consider Options for Schedule, Hours and Compensatory Time Policy Amendment

SET NEXT MEETING DATE:

Wednesday, May 20, 2020 at 1:00 pm.

ADJOURNMENT:

The meeting adjourned at 2:31 pm

Lori M. Gosz
Administrator/Clerk-Treasurer