



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes PERSONNEL BOARD

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Wednesday, November 4, 2009

12:00 PM

210 Martin Luther King, Jr. Blvd.  
Room 525 (City-County Building)

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### CALL TO ORDER / ROLL CALL

Others present: Maribeth Witzel-Behl, Kathleen Rideout, Jim Edwards, John Leach, Eric Halvorson, Dan McCormick, John Neis, Lisa Daniels, Judy Hughes, Karl VanLith, Lorie Olsen, Sue DeBolt, Sylvia Moss, Rob Phillips, Mike Lipski, Gail Glasser.

### APPROVAL OF MINUTES

A motion was made by Martinelli, seconded by Paddock, to Approve the Minutes. The motion passed by voice vote/other.

### PUBLIC COMMENT

### NEW BUSINESS

1. Recreation of an Engineering Aide 1 position to an Engineering Aide 2 in the Traffic Engineering Division and reallocating the incumbent to the new position.  
**Motion made by D. Lowe, seconded by S. Paddock, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
2. Reallocating employee P. Nehmer (Position #1235) to the existing position of Engineering Aide 2 in Traffic Engineering.  
**A motion was made by Paddock, seconded by Lowe, to Refer to the PERSONNEL BOARD. The motion passed by voice vote/other.**
3. Reclassifying two existing positions of Public Health Clinic Aide (#901, #926) in Public Health as Program Assistants 1 and reallocating the incumbents to the new classification and pay range.  
**A motion was made by Martinelli, seconded by Paddock, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
4. Recreation of two Administrative Clerk 1 positions to two Program Assistant 1 positions in the Housing Operations Division budget and reallocating the incumbents to the new positions.  
**A motion was made by Lowe, seconded by Martinelli, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**

- 5. Creation of the Municipal Clerk series within CG 20 (Municipal Clerk 1-Range 9, Municipal Clerk 2-Range 10, Certified Municipal Clerk-Range 11), creation of three (3) positions of Certified Municipal Clerk in the Clerk's office budget, and reallocation of three Administrative Clerks 1 to the appropriate levels within the new series.

**A motion was made by Paddock, seconded by Ms. Martinson, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by the following vote:**

- 6. Accepting the report and recommendations of the Common Council Organizational Committee Subcommittee to Review City Hiring Practices and Policies.

**A motion was made by Lowe, seconded by Martinelli, to Return to Lead with the Recommendation for Approval to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE. The motion passed by voice vote/other.**

**ADJOURNMENT**

**Eric Hands thanked Gary Martinelli and expressed appreciation for his work on the Personnel Board. Former City employee Judy Hughes has been nominated to serve on the Personnel Board.**

**A motion was made by Martinelli, seconded by Hands, to Adjourn. The motion passed by voice vote/other.**