



# City of Madison

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

## Meeting Minutes - Approved PERSONNEL BOARD

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

---

Wednesday, July 22, 2020

3:30 PM

Virtual

---

### CALL TO ORDER / ROLL CALL

The Personnel Board meeting was held virtually.

**Present:** 5 - Gary D. Mitchell; Mensah K. Lassey; Dana E. Denny; Angela L. Nash and Erich J. George

### APPROVAL OF MINUTES

A motion was made by Mitchell, seconded by Nash, to Approve the Minutes of the January 22, 2020 meeting. The motion passed by voice vote/other.

### PUBLIC COMMENT

No Public Comments.

### DISCLOSURES AND RECUSALS

No disclosures or recusals.

### NEW BUSINESS

- [61302](#)** Delete the classification of Storekeeper in CG16, R11, and create a new classification of Storekeeper in CG16, R12. Recreate position number #1201 to a Storekeeper (CG18, R12), and reallocate incumbent E. Smith into the new position in the Traffic Engineering operating budget.  
**A motion was made by Mitchell, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
- [61310](#)** Create a new classification of Principal Architect 2 in CG 18, R16 and retitle the classification of Principal Architect to Principal Architect 1 in CG18, R15, recreate position #4309, Principal Architect (CG 18, R15) into a Principal Architect 2 (CG 18, R 16), and reallocate incumbent B. Cooper to the new position within the Engineering Division.  
**A motion was made by George, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
- [60821](#)** Create a new classification of Building and Trades Foreperson in CG 71, R5,

and delete the existing classification of Electrical Foreperson in CG 71, R5. Retitle the incumbents in the Electrical Foreperson classification in various agencies as Building and Trades Foreperson. Recreate position #4302 of Plumber as a Building and Trades Foreperson, to be filled internally. Recreate Program Assistant position #1095 as a Public Works Foreperson in CG 18, R5 to be filled through an internal, competitive process.

**A motion was made by Nash, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**

4. [61303](#) Recreate #4579 from a Program Assistant 1 (CG20, R11) to an Administrative Assistant (CG20, R14) in the Finance Department operating budget and reallocate the incumbent (M. Lloyd) to the new position.

**A motion was made by Lassey, seconded by George, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
5. [61297](#) Recreate position #851 from a Program Assistant 2 to an Administrative Supervisor in the Community Development Division operating budget.

**A motion was made by Nash, seconded by George, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
6. [61324](#) Recreate position #624 as a Planner 3 in CG 18, Range 10 in the Planning Division's operating budget and reallocate the incumbent, J. Greger, to the new position.

**A motion was made by Lassey, seconded by George, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
7. [61325](#) Recreate position #2687 as a Transit Planner 3 in CG 44, Range 10 in the Transportation operating budget and reallocate the incumbent, M. Cechvala, to the new position.

**A motion was made by Mitchell, seconded by Nash, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
8. [61296](#) Recreate position #3305, Administrative Clerk (CG 20, R 9) into a Program Assistant 1 (CG 20, R 11) and reallocate incumbent J. Austin to the new position within the Department of Civil Rights.

**A motion was made by Lassey, seconded by Nash, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
9. [61432](#) Recreate position #4299, Landscape Architect 3 (CG 18, R10) into a Landscape Architect 4 (CG 18, R 12) and reallocate incumbent S. Lerner to the new position within the Parks Division.

**A motion was made by Lassey, seconded by George, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**

10. [61275](#) Delete the classification of Police Report Leadworker (CG20, R11) and create the classification of Police Case Report Leadworker in CG20, Range 11. Recreate positions #2581 from a 1.0 FTE Administrative Clerk 1 (CG20, R9), currently occupied by D. Friske, and #4482 from a 1.0 FTE Police Report Leadworker (CG20, R11), currently occupied by B. Nestler, both to 1.0 FTE Police Case Report Leadworker (CG20, R11) in the Police Department budget and reallocate the incumbents to the new positions
- A motion was made by Mitchell, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
11. [61278](#) Delete the classification of "Police Report Supervisor" (CG18, R5) and create the classification of "Police Case Process Supervisor" in CG18, R7. Recreate the 1.0 FTE position #3816 of "Police Report Supervisor" (CG18, R5), currently occupied by J. Kujak, as "Police Case Process Supervisor" (CG18, R7), within the Police Department Operating Budget; and reallocate the incumbent to the new position.
- A motion was made by Mitchell, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
12. [61284](#) Recreate positions #2549 and 4264 from 1.0 FTEs of Clerk Typist 2 (CG20, R6), currently occupied by H. Wendtland-Nelson and R. Scheer, respectively, as 1.0 FTEs of Police Records Service Clerk (CG20, R8) and recreate position #2555 from a 1.0 FTE of Clerk Typist 2 (CG20, R6), currently vacant, to a 0.6 FTE Police Records Service Clerk (CG20, R8), all in the Police Department budget and reallocate the incumbents to the new positions.
- A motion was made by Mitchell, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
13. [61285](#) Delete the classification of "Police Court Services Supervisor" (CG18, R5) and create the classification of "Police Court Services Supervisor" in CG18, R7. Recreate the 1.0 FTE position #4117 of "Police Court Services Supervisor" (CG18, R5), currently occupied by J. Doyle, as "Police Court Services Supervisor" (CG18, R7), within the Police Department Operating Budget; and reallocate the incumbent to the new position.
- A motion was made by Mitchell, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
14. [61286](#) Recreate positions #2550, 2551, 2583, 2588, 2595 and 4200 from 1.0 FTEs of Clerk Typist 2 (CG20, R6), currently occupied by D. Rodel, B. Wolkoff, J. Thomas, K. Packard, S. Hardiman and L. Zeuner, respectively, to 1.0 FTEs of Information Clerk (CG20, R7) all in the Police Department budget and reallocate the incumbents to the new positions.
- A motion was made by Mitchell, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**

15. [61274](#) Recreate positions #2590, 3474, 4265 and 2569 from 1.0 FTEs of Clerk Typist 2 (CG20, R6), currently occupied by D. Inselman, J. Yarl, J. Mathison and B. Femrite, respectively, to 1.0 FTEs of Police Records Service Clerk (CG20, R8) all in the Police Department budget and reallocate the incumbents to the new positions.

**A motion was made by Mitchell, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**

#### ADJOURNMENT

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