



City of Madison

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

Meeting Minutes - Draft PERSONNEL BOARD

Wednesday, November 5, 2008

12:00 PM

Room 108, City-County Building
210 Martin Luther King, Jr. Blvd.

Others present: Dan Rodefeld, Carol Froistad, Ed Ruckriegel, Kelli Lamberty, Mike Lipski, Sherry Severson, Brad Wirtz, Lorie Olsen, Larry O'Brien

CALL TO ORDER / ROLL CALL

Present: 5 -

Gary V. Martinelli; Susan C. Paddock; Marcia J. Jezwinski; Susan M. Vilbrandt and Eric D. Hands

APPROVAL OF MINUTES

Approve the Minutes of the October 8, 2008 meeting.

PUBLIC COMMENT

- 1 [12345](#) Resolution that the position (#1770) of Maintenance Worker, in Compensation Group 16, Range 11 (occupied by P. Paul), and the position (#1807) of Maintenance Mechanic 1 in Compensation Group 16, Range 13 (occupied by T. Sullivan) both in the permanent salary detail of the Water Utility Budget are repealed and recreated as Maintenance Mechanic 2's in Compensation Group 16, Range 15, thereof. Be it further resolved that the incumbents shall be reallocated to said positions.

Sponsors: David J. Cieslewicz

Attachments: [MAINT WRKR AND MECH WATER MEMO.pdf](#)

A motion was made by Paddock, seconded by Jezwinski, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

- 2 [12347](#) Resolution authorizing the creation of the classification of Elevator Code Enforcement Officer 1 in Compensation Group 16, Range 19, and the creation of one vacant position therein; and authorizing the creation of the classification of Elevator Code Enforcement Officer 2 in Compensation Group 16, Range 20, and the creation of one vacant position therein, in the permanent salary detail of the Fire Department budget.

Sponsors: David J. Cieslewicz

Attachments: [ELEVATOR CODE OFF MEMO.pdf](#)
[ELEVATOR CODE OFFICER SPECS 1 AND 2.pdf](#)

Questions: Who performed the work before? Dept. of Commerce requested that the City of Madison take over this program which will be funded by the fees generated by Inspection activities. How many elevators are there and will this program be limited to the City of Madison buildings? There are currently 1700 elevators in the City of Madison and includes State and privately owned buildings. It is anticipated that each Inspector will handle 900 inspections per year.

A motion was made by Jezwinski, seconded by Martinelli, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

3 [12365](#)

Resolution that the position (#1067) of Civil Technician 2 in Compensation Group 16, Range 14A (occupied by G. Clark) in the permanent salary detail of the Engineering Division budget is repealed and recreated as Engineering Program Specialist 1 in Compensation Group 16, Range 17, thereof. Be it further resolved that the incumbent shall be reallocated to said position.

Sponsors: David J. Cieslewicz

Attachments: [ENG PROG SPEC MEMO.pdf](#)

A motion was made by Vilbrandt, 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 [12420](#)

Resolution authorizing the creation of the hourly classification of Library Security Monitor at an hourly 2008 rate of \$13.30 in Compensation Group 16, thereof.

Sponsors: David J. Cieslewicz

Attachments: [LIBRARY SECURITY MONITOR MEMO.pdf](#)
[LIBRARY SECURITY MONITOR HRLY SPEC.pdf](#)

Questions: Is this comparable to Security Officer in pay range and if so, what prohibits Security Officers from performing the Library functions? Security Officers are used on nights and weekends and are found in other agencies (Overture, Monona Terrace) as well and their time is devoted to securing facilities during peak or closing hours. The Library Security Monitor will be used during the off-peak time for security issues that may occur, but will perform routine Library tasks as needed.

A motion was made by Vilbrandt, seconded by Paddock, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

Discussion

Personnel Rules - Description of updated draft of Personnel Board as it is structured in the Personnel Rules was distributed for discussion. Items addressed: Length of Term - Five year terms are proposed, consensus to stay with a 3 year term as currently defined in the Ordinances. Creation of a "Vice Chair" as a formal appointment - Agreement that it has been handled informally on an "as needed" basis - left for further discussion. Removal of members - Suggestion that there might already exist a removal process found in other boards/committees. Agreement that removal should be "for cause". Quorum - Issue regarding "full board" for disciplinary appeals. What if full board is not in place? Could it be set as "active" members? Various suggestions for other wording i.e., formulated v approved; recommended v. developed. Request was made for a timeline for review and discussion prior to signing off on the document.

ADJOURNMENT

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