



# 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?*

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Wednesday, January 6, 2021

3:30 PM

Virtual  
Room 206 (Madison Municipal Building)

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### CALL TO ORDER / ROLL CALL

**This meeting was held virtually.**

**Present:** 4 - Gary D. Mitchell; Mensah K. Lassey; Dana E. Denny and Angela L. Nash

**Absent:** 1 - Erich J. George

### PUBLIC COMMENT

1. [63499](#) Public Comment (1/6/21 Personnel Board Meeting)

**No public comment was made.**

### DISCLOSURES AND RECUSALS

**No disclosures or recusals were made.**

### APPROVAL OF MINUTES

**A motion was made by Lassey, seconded by Mitchell, to Approve the Minutes.  
The motion passed by voice vote/other.**

### NEW BUSINESS

2. [63439](#) Delete the classifications of Legal Secretary 1 (CG20, R10) and Legal Secretary 2 (CG20, R11), and create the classifications of Legal Administrative Assistant 1 in CG20, Range 10 and Legal Administrative Assistant 2 in CG20, Range 11. Recreate positions 20, 26 and 3261 from 1.0 FTE Legal Secretary 2 (CG20, R11), currently occupied by D. Schuld, P. Mendez-Smith and vacant, respectively, all to 1.0 FTE Legal Administrative Assistant 2 (CG20, R11) in the Office of the City Attorney 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.**

3. [63483](#) Recreate the 1.0 FTE position #657 of Information Clerk (CG20, R7), currently occupied by K. Mooney, as Administrative Clerk 1 (CG20, R9) in the Building Inspection Division budget and reallocate the incumbent 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.**

- 4. [63444](#) Recreate position #3636, Facilities Maintenance Worker (CG 16, R 9) into a Maintenance Mechanic 2 (CG 16, R15) within the Parks Division, and reallocate incumbent C. Norquist 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.**

- 5. [63484](#) Recreate position #1856 from an Account Clerk 3 (CG20, R11) to an Accounting Technician 3 (CG20, R16) in the Water Utility operating budget and reallocate the incumbent (K. Jabas) 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.**

**ADJOURNMENT**

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