



# City of Madison

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

## Meeting Minutes - Draft PERSONNEL BOARD

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Wednesday, October 31, 2018

3:00 PM

215 Martin Luther King, Jr. Blvd.  
Room 202 (Madison Municipal Building)

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### CALL TO ORDER / ROLL CALL

**Others present:** Julie Trimbell, Mike Lipski, Sarah Edgerton, Tresa Martinez

**Present:** 4 - Gary D. Mitchell; Mensah K. Lassey; Angela L. Nash and Judy J. Hughes

**Excused:** 1 - Dana E. Denny

### APPROVAL OF MINUTES

A motion was made by Nash, seconded by Mitchell, to Approve the Minutes of the September 5, 2018 meeting. The motion passed by voice vote/other.

### PUBLIC COMMENT

No public comment was made.

### DISCLOSURES AND RECUSALS

### NEW BUSINESS

- 1 Delete the classification of MT Gift Shop Manager in CG19, R7 and recreate it in CG18, R04. Recreate position #3782 of Gift Shop Sales Leadworker (CG20, R11) as a MT Gift Shop Manager in CG18, R04 to be filled through an internal, competitive process, within the Monona Terrace Operating budget.  
  
**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.**
- 2 Delete the classification of "Employee Assistance Program Administrator" (CG18, R12), and create the classification of "Employee Assistance Program Manager" (CG18, R15). Recreate and retitle the position #862 of 1.0 FTE "Employee Assistance Program Administrator" (CG18, R12) as "Employee Assistance Program Manager" (CG18, R15), in the Employee Assistance Program Operating Budget; and reallocate the incumbent, T. Martinez, to the new position.  
  
**A motion was made by Nash, seconded by Mitchell, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.**
- 3 Delete the classification of "City Channel Producer/Director" (CG20, R11) and

create the classification of "Digital Media Specialist" (CG16, R14). Recreate and retitle the 1.0 FTE positions #3318, #3738 and #4024, and the 0.7 FTE position #4319, all of "City Channel Producer/Director" (CG20, R11) as "Digital Media Specialist" (CG16, R14), within the Information Technology Operating Budget; and reallocate the incumbents to the new positions at their respective FTE levels

**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.**

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Create the classification of "Digital Media Supervisor" (CG18, R10). Recreate and retitle the 1.0 FTE position #754 of "Media Team Leadworker" (CG16, R16), currently filled by Mr. Boyce Johnson, as "Digital Media Supervisor" (CG18, R10), within the Information Technology Operating Budget. The incumbent will underfill the new position, and the position will be posted and filled internally through a 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.**

#### **ADJOURNMENT**

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