

City of Fitchburg  
Personnel Committee  
DRAFT Minutes  
Wednesday, March 4, 2015

Members Present: Becky Baumbach, Carol Poole  
Absent With Excuse: Dan Carpenter  
Also Present: Lisa Sigurslid, Human Resources Manager; Chris Armstrong

1. Call to Order – The Personnel Committee Meeting was called to order by Becky Baumbach at 7:08 a.m.
2. Approval of Minutes of the December 11, 2014 Meeting  
*Motion by Poole to approve the personnel committee minutes. Motion carried.*
3. Discussion Consideration, and Approval of documents related to the City Administrator Recruitment and Selection Process
  - a. Review of Community Survey Results
    - Sigurslid provided an overview of the survey process utilized and the responses that were received.
  - b. Approval of Position Description
    - Sigurslid reviewed the position description and answered questions.
    - Motion by Poole to approve the position description, motion carried.
  - c. Approval of Recruitment Profile
    - Sigurslid reviewed the recruitment profile for the City Administrator position. It was noted that changes to the timeline may be needed. Sigurslid noted that the profile will be updated with any changes made to the timeline under 3e.
    - Motion by Poole to approve the recruitment profile. Motion carried.
  - d. Approval of Selection Committee Members
    - Sigurslid provided the committee with background information related to the citizens interested in serving on the selection committee.
    - Chris Armstrong spoke on behalf of the Community and Economic Development Authority (CEDA) and their desire to have someone represent their interests on the selection committee.
    - The committee discussed the makeup of the selection committee.
    - It was determined that the selection committee would be a five person panel.
    - Committee members will include:
      - Becky Baumbach, current alder and member of CEDA
      - Mike Harrigan, financial expertise and past work with the City
      - TBD, the next Chair of the personnel committee
      - Two members to be selected at the next meeting.
  - e. Approval of Recruitment and Selection Timeline
    - Sigurslid reviewed the proposed timeline.

- It was determined that due to the upcoming election and seating of the new council it would be best to move the recommendations to the Council to May. Interviews were also moved back one week.
- Motion by Poole to approve the selection process and timeline as amended.  
Motion Carried

#### 4. Announcements

- Next meeting is scheduled for Thursday, March 19, 2015 at 7:30 a.m.
- The Personnel Committee will also meet on Friday, April 10, 2015; time TBD, for the purpose of reviewing City Administrator applications and selecting individuals for interviews.
- Sigurslid provided an update on the status of current recruitments.

#### 5. Adjournment

*Motion by Baumbach to adjourn at 8:16 a.m.*