

CITY OF VERONA

MINUTES
PERSONNEL COMMITTEE
MARCH 31, 2016
VERONA CITY HALL

1. The meeting was called to order by Elizabeth Doyle at 7:00 p.m.
2. Roll Call: Elizabeth Doyle, Heather Reekie. Also present: Jon Hochkammer, Mayor; Luke Diaz, Alderperson; Stephen Hintz, Public Administration Associates, LLC.
3. Approval of the Minutes of the February 9, 2016 Personnel Committee Minutes: Motion by Reekie, seconded by Doyle, to approve the minutes of the February 9, 2016 Personnel Committee meeting. Motion carried 2-0.
4. Review of City Administrator Position Description: Mayor Hochkammer and the committee reviewed and discussed the current position description. Motion by Reekie, seconded by Doyle, to approve the revisions to the position description.
5. Recruitment of City Administrator: Stephen Hintz outlined his recommended recruitment process, schedule, and job announcement. Mr. Hintz responded to questions of the committee, Alderperson Diaz and Mayor Hochkammer. The consensus of the committee was to proceed with the recommendations of Mr. Hintz and begin the recruitment process.
6. Adjournment: Motion by Doyle, seconded by Reekie, to adjourn the meeting at 8:25 p.m. Motion carried 2-0.

Respectfully submitted,
Jon Hochkammer, Mayor