

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, APRIL 12, 2023

1. The meeting was called to order by Ald. Saryan at 6:02 P.M.

Present:

Ald. Kastner
Ald. Saryan
Ald. Bailey

Also present:

Michael Neitzke, Mayor
Paula Schafer, Finance Director
Tim Sowinski, Deputy Comptroller
Julie Foley, Human Resources Director
Andrew, Drzewiecki, Alderperson Elect
Kristi Porter, Community Development Manager
Jeff Katz, Neighborhood Services Director
Christopher Geary, City Attorney

2. Approval of the March 29, 2023 Finance & Human Resources minutes.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the March 29, 2023 Finance & Human Resources minutes.

The motion carried unanimously.

3. Discussion and decision to approve revised Fire Chief job description.

Ms. Foley stated this job description was revised and updated so it is now in the current format being used by the City. This has been reviewed by Police and Fire Commission and given approval. The purpose of reviewing and revising is in anticipation of the Chief's upcoming retirement.

Ald. Bailey asked what the major changes are. Ms. Foley responded that one major change was in differentiating between the education and experience, and separating minimum requirements from preferred requirements. Another change was making sure that the essential functions are a more accurate reflection of the job, as the previous description was quite outdated.

Mayor Neitzke noted that this job description needed to be updated because previously it was very generalized. This update helps to clarify a higher expectation of such an important role.

Motion by Ald. Saryan, seconded by Ald. Kastner, to approve revised Fire Chief job description.

The motion carried unanimously.

4. Approval of schedules of disbursements in the amount of \$1,735,138.51.

AP DISBURSEMENT SCHEDULES:

AP CHECKS	3/31/2023	\$	55,237.35
AP CHECK - MANUAL CHECK	4/3/2023	\$	16,013.39
WIRE TRANSFERS - MARCH 2023		\$	1,663,887.77
		TOTAL \$	1,735,138.51

Motion by Ald. Bailey, seconded by Ald. Kastner to approve schedules of disbursements in the amount of \$1,735,138.51.

The motion carried unanimously.

5. Approval of mileage reimbursements in the amount \$694.37.

Motion by Ald. Kastner, seconded by Ald. Bailey to approve mileage reimbursements in the amount of \$694.37.

The motion carried unanimously.

6. Items for future agenda.

N/A

7. Adjourn.

Motion by Ald. Bailey, seconded by Ald. Saryan, to adjourn the meeting at 6:10 pm.

The motion carried unanimously.