

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT
THE GREENFIELD CITY HALL ON WEDNESDAY, AUGUST 8, 2018.

1. The meeting was called to order by Ald. Saryan at 6:33 P.M.

Roll Call: Ald. Saryan Present
 Ald. Kastner Present

Also Present: Paula Schafer, Finance Director
 Scott Jaquish, Director, Parks & Recreation

Excused: Mayor Neitzke
 Ald. Bailey

2. Approval of the July 25, 2018 Finance and Human Resources Committee minutes

Approve
7/25/18
Minutes

It was moved by Ald. Kastner, seconded by Ald. Saryan to approve the July 25, 2018 Finance and Human minutes as presented.

The motion carried unanimously.

3. Discussion and decision to approve the change of office hours for the Department of Parks and Recreation

Approve
change of
Parks & Rec
Department
office hours
Council

Mr. Jaquish stated that the information presented shows a request to change the current structure of the office hours from 9:00 am – 6:00 pm to the current City Hall office hours of 8:00 am – 5:00 pm. The staff from the department made the request for this change. A review was completed through the Clerk's office to ensure there was no ordinance or resolution, it was only a policy handbook.

It was moved by Ald. Kastner, seconded by Ald. Saryan to approve the change of office hours for the Department of Parks and Recreation.

The motion carried unanimously.

4. Discussion and decision to approve revising the job description for the position of Part-time Clerk-Typist within the Parks and Recreation Department.

Approve
revision of
part-time
Clerk-Typist
within the
Parks & Rec
Department
Council

Mr. Jaquish stated there was a retirement within the office earlier this year. There is a current opening. This job description shows the revised format, with more of the essential functions and competencies, but the job itself is not changing.

It was moved by Ald. Kastner, seconded by Ald. Saryan to approve revising the job description for the position of Part-time Clerk-Typist within the Parks and Recreation Department.

The motion carried unanimously.

5. Discussion and decision to approve recruiting and hiring for the position of part-time Clerk-Typist within the Parks and Recreation Department.

Approve
recruiting and
hiring part-
time Clerk-
Typist within
the Parks &
Rec
Department
Council

Mr. Jaquish stated the next step would be to authorize the filling of the position. The request is to begin the recruitment prior to Common Council meeting; however, no hiring would take place until after Council approval.

It was moved by Ald. Kastner, seconded by Ald. Saryan to approve recruiting and hiring for the position of part-time Clerk-Typist within the Parks and Recreation Department.

The motion carried unanimously.

6. Approval of schedules of disbursements in the amount of \$5,269,927.13

Approve
disbursements
Council

It was moved by Ald. Kastner, seconded by Ald. Saryan to approve the following schedule of disbursements:

AP CHECKS	7/20/18	\$1,070,948.74
AP CHECKS	7/27/18	\$ 190,029.89
WIRE TRANSFERS JULY 2018		<u>\$4,008,948.50</u>
<u>TOTAL</u>		<u>\$5,269,927.13</u>

The motion carried unanimously.

7. Approval of mileage reimbursements in the amount of \$1,015.56

Approve
mileage
Council

It was moved by Ald. Kastner, seconded by Ald. Saryan to approve the mileage in the amount of \$1,015.56.

The motion carried unanimously.

8. Other topics for future agendas

N/A

9. Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) to consider the following:

- a. Discussion of specific personnel problems as related to personnel matters

N/A

10. Adjourn the closed session and reconvene into open session.

N/A

11. Decision of Specific personnel problems as related to personnel matters

N/A

12. Adjourn

Adjourn

It was moved by Ald. Kastner, seconded by Ald. Saryan to adjourn the meeting at 6:39 p.m.

The motion carried unanimously.