

**CITY OF NEENAH
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING**

Wednesday, January 6, 2021 – 6:15 p.m.

Due to the Public Health Emergency caused by the CVOID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call on gotomeeting.com.

MINUTES

Present: Chairman Erickson; Aldermen Boyette, Steele, Stevenson and Borchardt; Mayor Kaufert; Deputy Director of Finance Kahl.

Others Present: City Attorney Godlewski; Deputy City Attorney Westbrook; Director of Human Resources and Safety Kehl; Alderman Bates.

Absent/Excused: None.

Public Appearances: None.

Restructure of the City Attorney's Office: Committee reviewed memo of Deputy City Attorney Westbrook requesting approval to post the position of Legal Assistant/Paralegal. Effective February 4, 2021, Deputy City Attorney Westbrook will assume the role of City Attorney, leaving the Deputy City Attorney position vacant. Deputy City Attorney Westbrook is proposing to restructure the position to the title of Legal Assistant/Paralegal. The proposed position would continue to be one full time equivalent, but placed at a lower grade on the salary plan. City Attorney Godlewski endorsed the proposed changes and request.

Committee discussed various aspects of the request. Items discussed included the department's previous Paralegal position, the potential for the position to provide additional capacity for the Human Resources office and the workload and needs of the City Attorney's Office.

Motion/Second/Carried Stevenson/Borchardt granting approval to post the position of Legal Assistant/Paralegal. All voting aye.

Motion/Second/Carried Stevenson/Borchardt to adjourn the meeting at 6:32 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrew Kahl", written in a cursive style.

Andrew Kahl, CPA
Deputy Director of Finance