

FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, November 06, 2023 at 6:00 PM

AGENDA

In-Person

1. Correspondence.
2. Discussion Topics.
 - a. [a.](#) Permission to fill Marketing and Communications Manager position.
 - b. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.
 - c. Return to Open Session for possible action.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, November 6, 2023 at 6:00 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.





MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: November 6, 2023
Re: Approval to Fill Marketing and Communications Manager

Staff presented the proposed Marketing and Communications Manager position to the Finance and Personnel Committee on 10/16/2023 for discussion and on 10/17/2023 as part of the 2024 personnel budget presentation. This position is being included as part of the 2024 budget in order to provide the City with a full-time, dedicated Communications position. Staff would like to begin the recruitment process for this position with the intention of having a candidate available to start in early 2024.

Staff seeks authorization from the Finance and Personnel Committee to fill a Marketing and Communications Manager position with a start date no earlier than January 1, 2024.