



**Minutes
Personnel & Administration Committee
Thursday, January 29, 2026
11:00 AM
Kennedy Room**

Minutes are preliminary and may change until finally approved

I. Call to Order

President Green called the meeting to order at 11:15 AM and directed the Clerk to call the roll.

II. Roll Call

The Chair directed the Clerk to call the roll and the following members answered to their names: Mr. Cohn, Mr. Aldridge, President Megan. **3 members were present. A quorum was established.**

Ms. Clark Hubbard joined the meeting during closed session. A total of 4 members were present.

III. Approval of Minutes

The Chair stated she would entertain a motion to approve the minutes of the January 22, 2026, committee meeting.

Mr. Cohn moved to minutes of the January 22, 2026, committee meeting.

Seconded by Mr. Aldridge.

The Chair directed the Clerk to call the roll on the motion to approve the January 22, 2026, committee meeting minutes.

The following voted Aye: Mr. Cohn, Mr. Aldridge, and President Green.
A total of 3 aye votes were cast.

The following voted No:
None

The following abstained:
None

The following were present but did not vote:

A total of 3 votes were cast. The motion carried.

Motion to approve minutes from the January 22, 2026, committee hearing.

IV. Board Bills for Review

None

V. Resolutions for Review

None

VI. Committee Discussions

Closed Meeting Statement

Portions of this meeting of the Board of Aldermen's Personnel and Administration Committee may be closed to the public under the provisions of Section 610.021 (3) in order to permit the members of the Committee to discuss matters related to the hiring, firing, disciplining or promoting of employees of the Board of Aldermen.

The committee will discuss the following and will not take public comment on the following:

President Green stated she would entertain a motion to go into closed session to the public under the provisions of Section 610.021(3) in order to permit the members of the Committee to discuss matters related to the hiring, firing, and discipline or promotion of employees of the Board of Aldermen.

Mr. Cohn moved to go into closed session.

Seconded by Mr. Aldridge.

President Green directed the Clerk to call the roll.

The following voted Aye: Mr. Cohn, Mr. Aldridge, and President Green.

A total of 3 aye votes were cast.

The following voted No:
None

The following abstained:
None

The following were present but did not vote:

A total of 3 votes were cast. The motion carried.

Discussion Item Number 1
Discuss the 6th Ward Legislative Assistant Position.

Discussion Item Number 1 was discussed during closed session.

Discussion Item Number 2
Board of Aldermen staff salary

President Green recognized Deputy Chief of Staff Ingrassia to discussion item #2.

Ms. Ingrassia explained the details in the packet she handed to the committee. She explained the pay study comparing BOA job duties/descriptions to civil service.

President Green opened it up for discussion with the committee. The committee offered their comments.

Discussion Item Number 3
Updating Performance Review messaging regarding LAs and Alderpersons.

President Green recognized Director Ingrassia to provide an update on performance reviews.

Director Ingrassia referred the committee to the previously distributed packet and requested feedback regarding consequences if Aldermen do not complete required performance reviews and supervisory training. She informed the committee the BOA staff completed their performance reviews in April and the Alders were expected to complete the reviews for

their legislative assistant by the fall.

Mr. Cohn stated that all the performance reviews should be completed at the same time.

President Green stated she would entertain a motion to have all performance reviews.

Mr. Cohn made a motion to require BOA employees' performance reviews be due annually on October 1.

Seconded by Ms. Clark Hubbard.

President Green called the vote.

Motion carried by voice vote.

VII. Acknowledgment of Any Written Testimony

VIII. Announcements

IX. Excused Members

All members were present.

X. Adjournment

Mr. Cohn made a motion to adjourn.

Seconded by Ms. Clark Hubbard.

Motion carried by voice vote.

[MIN_SIGNATURES]