

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES –March 20th, 2023  
(In person/virtual meeting)**

**MEMBERS PRESENT:** Ruth Ludwig, Jenny Van Sickle

**OTHERS PRESENT:** Beth Archer, Erin Abramson (virtual), Nicholas Alexander (virtual), Chris Carlson, Cammi Janigo, Marc Letendre (virtual), Shelley Nelson, Mayor Paine, Nick Rhinehart, Cam Vollbrecht, Deb Williams

The HRC meeting was called to order at 5:02 pm.

**1) Approve the January 23, 2023 HRC Meeting Minutes.**

Motion by Van Sickle, seconded by Ludwig, to approve the January 23, 2023 HRC Meeting Minutes.

**APPROVED**

**2) Approve the March 8, 2023 Special HRC Meeting Minutes.**

Motion by Van Sickle, seconded by Ludwig, to approve the March 8, 2023 Special HRC Meeting Minutes.

**APPROVED**

**3) Approve request to increase the Fire Battalion Chief uniform allowance from \$350 to \$450, effective for 2023.**

Motion by Van Sickle, seconded by Ludwig, to approve the request to increase the Fire Battalion Chief uniform allowance from \$350 to \$450, effective for 2023.

**APPROVED**

**4) Approve changes to Police Records Clerk/Senior Police Records Clerk position:**

**A) Update job description to remove references to Senior Police Records Clerk**

Motion by Van Sickle, seconded by Ludwig, to make an amendment to remove references to the “County Sherriff’s Office” from the Police Records/Senior Police Records Clerk job description.

**APPROVED**

Motion by Van Sickle, seconded by Ludwig, to update job description and remove “Senior Police Records Clerk” from the Police Records/Senior Police Records Clerk job description.

**APPROVED**

**B) Pay all Police Records Clerks at Grade D, which is currently only paid to Senior Police Records Clerks**

Motion by Van Sickle, seconded by Ludwig, to pay all Police Records Clerks at Grade D, which is currently only paid to Senior Police Records Clerks.

**APPROVED**

**5) Approve updated job description:**

**A) Assistant Finance Director**

Motion by Van Sickle, seconded by Ludwig, to amend the language under ability to assign, to delete “difficult and responsible” and replace with “advanced.”

**APPROVED**

Motion by Van Sickle, seconded by Ludwig, to approve the updated job description for Assistant Finance Director.

**APPROVED**

**6) Approve request to fill positions:**

**A) Parks, Recreation, & Forestry Superintendent, and subsequent vacancies if filled in-house**

Motion by Van Sickle, seconded by Ludwig, to approve the request to fill the Parks, Recreation, & Forestry Superintendent position, and subsequent vacancies if filled in-house.

**APPROVED**

**B) Assistant Finance Director, and subsequent vacancies if filled in-house**

Motion by Van Sickle, seconded by Ludwig, to approve the request to fill the Assistant Finance Director position, and subsequent vacancies if filled in-house.

**APPROVED**

**C) Chief Building Inspector, and subsequent vacancies if filled in-house**

Motion by Van Sickle, seconded by Ludwig, to approve the request to fill the Chief Building Inspector position, and subsequent vacancies if filled in-house.

**APPROVED**

**D) Light Equipment Operator–Street, and subsequent vacancies if filled in-house**

Motion by Van Sickle, seconded by Ludwig, to approve the request to fill the Light Equipment Operator–Street position, and subsequent vacancies if filled in-house.

**APPROVED**

**E) Police Records Clerk, and subsequent vacancies if filled in-house**

Motion by Van Sickle, seconded by Ludwig, to approve the request to fill the Police Records Clerk position, and subsequent vacancies if filled in-house.

**APPROVED**

**F) Engineering Technician Student Worker/Intern**

Motion by Van Sickle, seconded by Ludwig, to approve the request to fill the Engineering Technician Student Worker/Intern position.

**APPROVED**

**7) Approve revision to all sworn police job descriptions:**

**A) Police Officer/Master Police Officer, Detective/Master Detective, Police Sergeant, Police Lieutenant, Police Captain, Assistant Police Chief, Police Chief - Add the following language under Abilities section: “Must maintain the unencumbered ability to credibly testify in court, attest to documents, and request and obtain warrants.”**

Motion by Van Sickle, seconded by Ludwig, to approve the revision to all sworn police job descriptions.

**APPROVED**

**8) Approve increase to Student Worker and Student Intern wages.**

Motion by Ludwig, seconded by Van Sickle, to approve an increase to Student Worker and Student Intern wages, as presented.

**APPROVED**

**9) Review and update Policies:**

**A) #02.02- Anti-Harassment/Sexual Harassment**

Motion by Van Sickle, seconded by Ludwig, to hold policy #02.02- Anti-Harassment/Sexual Harassment until April meeting for further discussion.

**APPROVED**

**B) #20.20- Workplace Environment**

Motion by Van Sickle, seconded by Ludwig, to hold policy #20.20- Workplace Environment until April meeting for further discussion.

**APPROVED**

**10) Discuss establishing stipends for certain citizen commission and committee members (*held in committee from January 23,2023 meeting*)**

Motion by Van Sickle, seconded by Ludwig, to hold discussion on establishing stipends for certain citizen commission and committee members until April meeting.

**APPROVED**

**11) Receive and File:**

**A) Monthly Personnel Reports for January and February 2023**

The committee received and filed the Monthly Personnel Report for January and February 2023.

**12) Human Resources Updates**

No action required.

**13) Employee request for an additional extension on leave of absence. (*refer to closed session*)**

Motion by Van Sickle, seconded by Ludwig, to move into closed session at 6:08 pm.

**APPROVED**

Motion by Van Sickle, seconded by Ludwig, to move back into open session at 6:19 pm.

**APPROVED**

**13) Employee request for an additional extension on leave of absence. (*refer to closed session*)**

Motion by Van Sickle, seconded by Ludwig, to extend the employee's leave of absence to the date of the next HRC meeting when all committee members are present, where they will consider an additional extension on the leave of absence.

**APPROVED**

The meeting adjourned at 6:20 pm