

HUMAN RESOURCES COMMITTEE Meeting Minutes July 17th, 2023 Regular Meeting

The meeting was called to order by Chair Ludwig at 5:00 p.m. on July 17, 2023 in room 204 of the Government Center.

1 ROLL CALL

MEMBERS PRESENT: Ruth Ludwig (Chair), Jenny Van Sickle (Vice Chair), Jack Sweeney

MEMBERS ABSENT: Mark Johnson (Alternate)

CITY STAFF PRESENT: Beth Archer, Starr Bowers, Cammi Janigo, Mayor Paine, Ida Sampson, Becky Scherf

OTHERS PRESENT: Erica Champaigne (virtual), Shelley Nelson

2 APPROVAL OF MINUTES

2.1 Human Resources Committee (Meeting held June 19th, 2023)

MOTION by Van Sickle, seconded by Sweeney. Motion carried.

3 OLD BUSINESS

3.1 Review committee structures as defined by statutes, ordinances, and by laws.

MOTION by Sweeney, seconded by Van Sickle, to continue to hold the discussion in committee. Motion carried.

4 NEW BUSINESS

4.1 Request to add the Police Department's Coordinated Response Specialist position to the safety-toed boot allowance eligibility list in the Non-union Benefit and Salary Handbook.

MOTION by Van Sickle, seconded by Sweeney, to approve the request. Motion carried.

4.2 Review Staff Assistant job description.

MOTION by Ludwig, seconded by Sweeney, to have the Human Resources Director make updates to the Staff Assistant job description to review at next month's meeting. Motion carried.

4.3 Request to fill Staff Assistant position and subsequent vacancies if filled in-house.

MOTION by Sweeney, seconded by Van Sickle, to hold in committee. Motion carried.

MOTION by Van Sickle, seconded by Sweeney, to reconsider the motion to hold in committee. Motion carried.

MOTION by Sweeney, seconded by Van Sickle, to hold in committee. Motion fails.

5 RECURRING BUSINESS

5.1 Receive and file monthly personnel report for June 2023

Members of the committee received and filed.

5.2 Human Resources updates

No action required.

6 ADJOURNMENT

Meeting was adjourned at 5:43 p.m.

Respectfully submitted by Beth Archer