

**HUMAN RESOURCES COMMITTEE  
MINUTES – July 16, 2018**

**MEMBERS PRESENT:** Ruth Ludwig, Jack Sweeney

**OTHERS PRESENT:** Debbie Bergstrom, Cammi Koneczny, Shelley Nelson, Brad Theien, Jean Vito  
Craig Sutherland was excused.

The meeting was called to order at 4:05 pm.

**1) Approve 6/18/18 HRC meeting minutes.**

Motion by Sweeney, seconded by Ludwig, to approve the 6/18/18 HRC meeting minutes. APPROVED

**2) Approve job description and pay grade for Deputy Assessor**

Motion by Sweeney, seconded by Ludwig, to approve the job description and pay grade as indicated in agenda item #2. APPROVED

**3) Request to Fill Position:**

**A) Property Appraiser or Deputy Assessor**

Vito clarified there is funding available for this position for 2018. The 2019 budget will be presented with a staffing level increase of one temporary position to account for the overlap.

Motion by Ludwig, seconded by Sweeney, to approve the request to fill position of Property Appraiser or Deputy Assessor as described in July 10, 2018 memos. APPROVED

**4) Discussion to review City-wide Staffing Needs (requested by Councilor Fennessey; 6/18/18 held in committee).**

Motion by Ludwig, seconded by Sweeney, to table this item and come back and look at it after Council has gone through the priority based budgeting for 2019. APPROVED

**5) Approve Revised Policies:**

**A) Non-Union Salary & Benefits Policy/Handbook, Section 2 C - Temporary Employees:  
Clarify types of temporary employees.**

Motion by Sweeney, seconded by Ludwig, to approve Non-Union Salary & Benefits Policy, Section 2C Temporary Employees: Clarify types of temporary employees. APPROVED

**B) Non-Union Salary & Benefits Policy/Handbook, Section 2 E – Salaried Employees: Clarify flexing schedules.**

Motion by Ludwig, seconded by Sweeney, to approve #5B, Non-Union Salary & Benefits Policy, Section 2E- Salaried Employees: Clarify flexing schedules. APPROVED

**C) Non-Union Salary & Benefits Policy/Handbook, Section 3 – Work Week: Clarify work week language for exempt employees.**

Motion by Ludwig, seconded by Sweeney, to approve #5C on the agenda, referencing Section 3 - Work Week: Clarify work week language for exempt employees. APPROVED

**D) Non-Union Salary & Benefits Policy/Handbook, Section 13 – Bereavement Leave: Clarify the intent of bereavement leave benefit.**

Motion by Sweeney, seconded by Ludwig, to approve the changes to Section 13 – Bereavement Leave: Clarify the intent of Bereavement Leave benefits with the suggested changes. APPROVED

**6) HRC's Informational Review of Handbook, Section 5.**

Motion by Ludwig, seconded by Sweeney, to receive and file #6, review of handbook, section5. APPROVED

**7) Receive and File:**

**A) Monthly Personnel Report for June 2018.**

Motion by Ludwig, seconded by Sweeney, to receive and file the Monthly Personnel Report for June 2018. APPROVED

**8) Human Resources Department update.**

No action required.

Ludwig adjourned the meeting at 5:11 pm.