

**HUMAN RESOURCES COMMITTEE
MINUTES – October 15, 2018**

MEMBERS PRESENT: Ruth Ludwig, Craig Sutherland, Jack Sweeney

OTHERS PRESENT: Debbie Bergstrom, Chris Bronson, Linda Cadotte, Councilor Brent Fennessey, Todd Janigo, Cammi Koneczny, Shelley Nelson, Mayor Jim Paine, Steve Panger, Jean Vito, Tom White

The meeting was called to order at 4:00 pm.

1) Approve 9/17/18 HRC meeting minutes.

Motion by Sutherland, seconded by Sweeney, to approve the 9/17/18 HRC meeting minutes. APPROVED

2) Approve Revised & New Policies:

A) Civil Service Commission Rules of Procedure #15.03 (*Note timeline to request hearing, as reflected in City Ordinance 42-48(2b)*)

Motion by Sweeney, seconded by Sutherland, to approve the revised Civil Service Commission Rules of Procedure #15.03. APPROVED

B) Non-Union Salary & Benefits Policy/Handbook, Title Page (*Remove “Non-Union Employees” from title*)

Motion by Sutherland, seconded by Sweeney, to approve the revised Non-Union Salary & Benefits Policy/Handbook, Title Page. APPROVED

C) Non-Union Salary & Benefits Policy/Handbook, Section 4 – Length of Service (*Add “or sub-division” for clarification*)

Motion by Sweeney, seconded by Ludwig, to approve the revised Non-Union Salary & Benefits Policy/Handbook, Section 4 – Length of Service. APPROVED

3) Local #27 Side Letter Agreement: Union Dues

Motion by Sweeney, seconded by Sutherland, to approve the Local #27 Side Letter Agreement: Union Dues. APPROVED

4) Approve Request to Fill Positions:

A) Full-time Building Inspector & Subsequent Vacancies

Motion by Sutherland, seconded by Sweeney, to approve the request to fill Full-time Building Inspector & Subsequent Vacancies. APPROVED

B) Full-time Light Equipment Operator-Landfill & Subsequent Vacancies

Koneczny requested to revise this to fill a Limited-term Light Equipment Operator position since the Landfill is projected to close in approximately 6 years.

Motion by Sutherland, seconded by Sweeney, to approve the amended request to fill a “Limited-term” Light Equipment Operator position & subsequent vacancies.

Sutherland opposed.

APPROVED

C) Part-time Library Building Maintenance Worker & Subsequent Vacancies

Motion by Sutherland, seconded by Sweeney, to approve filling the Part-time Library Building Maintenance Worker & Subsequent Vacancies.

APPROVED

5) Councilor Fennessey request to have HRC hear discussions regarding department staffing needs.

Motion by Sutherland, seconded by Sweeney, to put out an RFP for outside consultants to propose bids to study overall staffing needs.

Motion by Sutherland, seconded by Sweeney, to amend the motion to bring RFP language back to the next HRC meeting.

APPROVED

6) HRC’s Informational Review of Handbook, Section 15

No action required.

7) Receive and File:

A) Monthly Personnel Report for September 2018

Motion by Sutherland, seconded by Sweeney, to receive and file the Monthly Personnel Report for September 2018.

APPROVED

8) Human Resources Department update

No action required.

Ludwig adjourned the meeting at 5:28 pm.