

**HUMAN RESOURCES COMMITTEE
MINUTES – February 18, 2019**

MEMBERS PRESENT: Ruth Ludwig, Craig Sutherland, Jack Sweeney

OTHERS PRESENT: Nicholas Alexander (via conference call), Debbie Bergstrom, Cammi Koneczny, Matt Markon, Mayor Jim Paine, Steve Panger, Shelley Nelson

The meeting was called to order at 4:02 pm.

1) Approve 1/21/19 HRC meeting minutes.

Motion by Sweeney, seconded by Sutherland, to approve the 1/21/19 HRC meeting minutes. APPROVED

2) Request for temporary variance on residency requirement.

Motion by Sweeney, seconded by Sutherland, to approve the request for temporary variance on residency requirement for Police Chief Alexander. APPROVED

3) Referred from 12/18/18 Council Meeting: Mayor Paine's request to add Martin Luther King Jr. Day as a paid holiday for City employees.

Motion by Ludwig to approve adding Martin Luther King Jr. Day as a paid holiday for City Employees (no second to the motion).

Motion by Sutherland, seconded by Sweeney, to hold this in committee and request the Human Resources Director to create a survey asking employees what holiday they would give up in exchange for Martin Luther King holiday. APPROVED

Ludwig opposed.

**4) Approve revised job description:
A) ESD Safety and Loss Prevention Coordinator.**

Motion by Sutherland, seconded by Sweeney, to approve the revised ESD Safety and Loss Prevention Coordinator job description. APPROVED

**5) Request to fill positions:
A) ESD Safety and Loss Prevention Coordinator & subsequent vacancies if filled in-house**

Motion by Sutherland, second by Sweeney, to approve filling the ESD Safety and Loss Prevention Coordinator position & subsequent vacancies if filled in-house. APPROVED

B) Firefighter (3 additional)

Sweeney asked how many total Firefighters the department will have with the additional 3, not including the Chief and Battalion Chiefs? Thirty six total Firefighters.

Motion by Sutherland, seconded by Sweeney, to approve filling 3 additional Firefighter positions. APPROVED

C) PT Library Technician & subsequent vacancies if filled in-house

Motion by Sutherland, seconded by Sweeney, to approve filling the part-time Library Technician position & subsequent vacancies if filled in-house. APPROVED

D) PT Library Page

Motion by Sutherland, seconded by Sweeney, to approve filling the part-time Library Page position. APPROVED

E) Police Officer

Motion by Sutherland, seconded by Sweeney, to approve filling the Police Officer position. APPROVED

6) HRC's Informational Review of Handbook, Section 21.

No action required.

7) Receive and File:

A) Monthly Personnel Report for January 2019

Motion by Sutherland, seconded by Sweeney, to receive and file the Monthly Personnel Report for January 2019. APPROVED

8) Human Resources Department update.

No action required.

Ludwig adjourned the meeting at 4:43 pm.