

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

MEMBERS PRESENT: Ruth Ludwig, Craig Sutherland, Jack Sweeney

OTHERS PRESENT: Debbie Bergstrom, Russ Behlings, Rich Burghaus, Linda Cadotte, Brad Esler, John Kiel, Cammi Koneczny, Matt Markon, Jane Michel, Mayor Jim Paine

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

1) Approve 2/18/19 HRC meeting minutes.

Motion by Sutherland, seconded by Sweeney, to approve the February 18, 2019 HRC meeting minutes.

APPROVED

2) Local #27 Grievance #1-27-19: Esler denied court pay.

Motion by Sutherland, seconded by Sweeney, to refer this item to closed session for discussion. 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. (Hold in committee for April 15, 2019 meeting)

No action required.

4) Approve revised policies:

- A) Salary & Benefit Policy/Handbook, Section 18-Overtime & Compensatory Time: (add language to address when employees handle issues over the phone without reporting to work)**

Motion by Sweeney, seconded by Sutherland, to refer this item to the April HRC meeting with suggested revisions.

APPROVED

5) Approve revised job descriptions:

- A) Library Page**

Motion by Sweeney, seconded by Sutherland, to approve the revised Library Page job description.

APPROVED

- B) Seasonal Laborer/Seasonal Laborer CDL**

Motion by Sutherland, seconded by Sweeney, to approve the revised Seasonal Laborer/Seasonal Laborer CDL job description.

APPROVED

- C) ES Stormwater & Administrative Manager**

Motion by Sutherland, seconded by Sweeney, to approve the revised ES Stormwater & Administrative Manager job description.

APPROVED

6) Request to fill positions:

- A) Seasonal Laborer – Sign Shop (2 positions) & Parks (2 additional positions)**

Motion by Sutherland, seconded by Sweeney, to approve filling Seasonal Laborer positions in the Sign Shop and Parks.

APPROVED

B) ES Stormwater & Administrative Manager & subsequent vacancies if filled in-house

Motion by Sutherland, seconded by Sweeney, to approve filling the ES Stormwater & Administrative Manager position and subsequent vacancies if filled in-house. APPROVED

7) Review three proposals received for Operational & Organizational Review.

Motion by Sweeney, seconded by Sutherland, to recommend going forward with the Operational and Organizational Review. APPROVED

Motion by Sutherland, seconded by Sweeney, to approve the proposal from RW Group as it received the highest points total from the evaluations. APPROVED

Motion by Ludwig, seconded by Sutherland, to recommend sending the RW Group proposal to the Finance committee to do an organizational review for all positions, including Non-Union, Police, and Fire. APPROVED

8) HRC's informational review of Handbook, Sections 22-24.

9) Receive and File:

A) Monthly Personnel Report for February 2019

10) Human Resources Department update.

Motion by Sweeney, seconded by Sutherland, to refer agenda items 8, 9, and 10 to the April HRC meeting. APPROVED

Motion by Sutherland, seconded by Sweeney, to move into closed session at 6:01 pm. APPROVED

1) Local #27 Grievance #1-27-19: Esler denied court pay.

Motion by Sutherland, seconded by Sweeney, to move back into open session at 6:22 pm. APPROVED

Motion by Sweeney, seconded by Sutherland, to hold this item in committee and schedule a special HRC meeting to seek legal counsel from City Attorney Frog Prell as to what takes precedence; Past Practice, FLSA, Union Contract, or City Policy. APPROVED

The meeting adjourned at 6:33 pm.