

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES –December 21, 2020  
(Virtual meeting)**

**MEMBERS PRESENT:** Ruth Ludwig, Jack Sweeney, Jenny Van Sickle

**OTHERS PRESENT:** Erin Abramson, Debbie Bergstrom, Chris Carlson, Cammi Koneczny, Pete Kruit, Shelley Nelson, Mayor Paine, Frog Prell, Jon Shamlala, Brad Theien

The HRC meeting was called to order at 5:00 pm.

**1) Approve the November 16, 2020 HRC Meeting Minutes.**

Motion by Van Sickle, seconded by Sweeney, to approve the November 16, 2020 HRC Meeting Minutes.

APPROVED

**2) Approve revised job descriptions:**

**A) ESD Collection Systems Engineering Coordinator**

Motion by Sweeney, seconded by Van Sickle, to approve the revised ESD Collection Systems Engineering Coordinator job description.

APPROVED

**B) ESD Wastewater Facility Planning Coordinator**

Motion by Van Sickle, seconded by Sweeney, to approve the revised ESD Wastewater Facility Planning Coordinator job description.

APPROVED

**C) ESD Water Resources Program Coordinator**

Motion by Van Sickle, seconded by Sweeney, to approve the revised ESD Water Resources Program Coordinator job description.

APPROVED

**D) Light Equipment Operator**

Motion by Van Sickle, seconded by Sweeney, to approve the revised Light Equipment Operator job description.

APPROVED

**E) Assessor**

Motion by Sweeney, seconded by Van Sickle, to approve the revised Assessor job description.

APPROVED

**3) Approve request to fill positions:**

**A) Assistant Building Permit Technician & Subsequent Vacancies**

Motion by Sweeney, seconded by Van Sickle, to approve the request to fill the Assistant Building Permit Technician position and subsequent vacancies.

APPROVED

**B) ESD Maintenance Technician & Subsequent Vacancies**

Motion by Sweeney, seconded by Van Sickle, to approve the request to fill the ESD Maintenance Technician position and subsequent vacancies.

APPROVED

**C) ESD Water Resources Program Coordinator & Subsequent Vacancies**

Motion by Van Sickle, seconded by Sweeney, to approve the request to fill the ESD Water Resources Program Coordinator position and subsequent vacancies. APPROVED

**D) Assessor & Subsequent Vacancies**

Motion by Van Sickle, seconded by Sweeney, to approve the request to fill the Assessor position and subsequent vacancies. APPROVED

**4) Approve Revised Policies:**

**A) Acute Respiratory Illness (Infectious Disease) Emergency #20.25**

Motion by Van Sickle, seconded by Sweeney, to approve the revised Acute Respiratory Illness (Infectious Disease) Emergency Policy #20.25. APPROVED

**B) Families First Coronavirus Response Act (FFCRA) Policy**

Motion by Ludwig, seconded by Sweeney, to amend the Families First Coronavirus Response Act (FFCRA) Policy to have an end date of February 28, 2021. APPROVED

Motion by Van Sickle, seconded by Sweeney, to approve the revised Families First Coronavirus Response Act (FFCRA) Policy. APPROVED

**C) Weather or Other Emergencies #13.06**

Motion by Sweeney, seconded by Van Sickle, to amend the Weather or Other Emergencies Policy #13.06 to replace “winter” emergency to “weather” emergency. APPROVED

Motion by Van Sickle, seconded by Sweeney, to approve the revised Weather or Other Emergencies Policy #13.06. APPROVED

**5) Discuss City Attorney Survey Results (RW Group Recommendation #9 – City Attorney Staff/Outsourcing legal matters).**

Motion by Sweeney, seconded by Van Sickle, to update the City Attorney job description and bring it back to the January HRC meeting. APPROVED

**6) Receive and File:**

**A) Monthly Personnel Report for November 2020**

The Committee received and filed the Monthly Personnel Report for November 2020.

**7) Human Resources Updates.**

No action required.

The meeting adjourned at 6:40 p.m.