

**HUMAN RESOURCES COMMITTEE MINUTES  
MEETING NOVEMBER 18, 2015**

**MEMBERS PRESENT:** Bob Finsland, Mike Herrick, Denise McDonald, Dennis Dalbec

**OTHERS PRESENT:** Debbie Bergstrom, Mayor Hagen, Cammi Koneczny, Jason Serck, Brad Theien

The meeting was called to order at 4:01 p.m.

- 1) **Update Job Descriptions**
  - a) **Community Development Manager**
  - b) **City Assessor**
  - c) **Parks, Rec & Forestry Director**

Motion by Herrick, seconded by McDonald, to approve the updated job descriptions. APPROVED

- 2) **Request to Fill Position**
  - a) **Community Development Manager**

Motion by Herrick, seconded by McDonald, to approve the request to fill the Community Development Manager position. APPROVED

- 3) **From October 19, 2015 HRC Meeting: *Motion by McDonald, seconded by Herrick, to not receive and file the Wage Study Appeals Process; and to request the Mayor to further reconsider the appeals that were denied.***

**Receive and file the Mayor's wage study appeal determinations & related documents:**

- a) **13 appeals determinations**
- b) **Non-Union Appendices (*updated to reflect appeal decisions on titles & pay grades*)**
- c) **Non-Union Pay Plan (*updated to reflect appeal decisions*)**
- d) **Fleet Management Technician job description (*formerly CEA Staff Assistant*)**
- e) **Utility Billing Technician job description (*formerly Utility Billing Clerk*)**

Motion by McDonald, seconded by Herrick, to receive and file the Wage Study Appeals Process. APPROVED

- 4) **Receive and File:**
  - a) **Monthly Personnel Report for October 2015.**

Motion by Herrick, seconded by McDonald, to receive and file the Monthly Personnel Report for October 2015. APPROVED

- b) **Performance Evaluation e-mail sent to all Non-Union employees.**

Motion by McDonald, seconded by Herrick, to receive and file the Performance Evaluation e-mail. APPROVED

Motion by Herrick, seconded by McDonald, to move into closed session at 4:11 pm. APPROVED

Motion by Herrick, seconded by McDonald, to move back into open session at 4:33 pm. APPROVED

Motion by Herrick, seconded by McDonald, to adjourn at 4:33 pm. UNANIMOUSLY APPROVED