

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –February 15, 2021
(Virtual meeting)**

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

OTHERS PRESENT: Debbie Bergstrom, Cammi Koneczny, Shelley Nelson, Mayor Paine, Heather Peterson, Frog Prell, Nick Raverty, Jon Shamla, Deb Williams

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

1) Approve the January 18, 2021 HRC Meeting Minutes.

Motion by Van Sickle, seconded by Sweeney, to approve the January 18, 2021 HRC Meeting Minutes.

APPROVED

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

Motion by Van Sickle, seconded by Sweeney, to table this item until the April 19th HRC meeting. APPROVED

**3) Approve Updated Job Descriptions:
A) Property Appraiser**

Motion by Sweeney, seconded by Van Sickle, to table this item for more clarification at the March 15th HRC meeting.

APPROVED

**4) Approve request to fill positions:
A) Police Officer (2 positions)**

Motion by Van Sickle, seconded by Sweeney, to approve the request to fill 2 Police Officer positions.

APPROVED

**5) Approve New Hire Time Off Changes (*language added to allow for paid time off for new hires*):
A) Updated Paid Time Off Policy #13.03**

Motion by Van Sickle, seconded by Sweeney, to approve the Updated Paid Time Off Policy #13.03.

APPROVED

Ludwig said for the record she agrees with the new hire time off changes in the policy. It is good for the mental health of employees.

B) Updated Non-Union Handbook – Section 15 Paid Time Off

Motion by Van Sickle, seconded by Sweeney, to approve the updated Non-Union Handbook-Section 15 Paid Time off.

APPROVED

6) HRC's review of RW Group Organizational & Staffing Study Final Report.

Motion by Sweeney, seconded by Van Sickle, to table this item until the March 15th HRC meeting. APPROVED

7) HRC's Informational Review of the Non-Union Handbook - Sections 1 & 2.

Motion by Ludwig, seconded by Van Sickle, to table this item until the March 15th HRC meeting. APPROVED

8) Receive and File:

A) Monthly Personnel Report for January 2021

The committee received and filed the Monthly Personnel Report for January 2021.

9) Human Resources Updates.

No action required.

The meeting adjourned at 5:45 p.m.