

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

MEMBERS PRESENT: Ruth Ludwig, Jenny Van Sickle, Brent Fennessey,

OTHERS PRESENT: Russ Behlings, Debbie Bergstrom, Chris Carlson, Chris Daube, Cammi Koneczny, Shelley Nelson, Mayor Paine, Steve Roberts, Jon Shamlala. Brad Theien, Deb Williams

Jack Sweeney, Excused

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

1) Approve the February 15, 2021 HRC Meeting Minutes.

Motion by Van Sickle, seconded by Fennessey, to approve the February 15, 2021 HRC Meeting Minutes.

APPROVED

2) Approve Updated Non-Union Handbook-Section 21: Reimbursements and Allowances (increase tool and boot allowances)

Motion by Van Sickle, seconded by Fennessey, to approve the updated Non-union Handbook-Section 21: Reimbursements and Allowances (increase tool and boot allowances).

APPROVED

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

Motion by Van Sickle, seconded by Ludwig, to table the approval of the updated Property Appraiser job description until councilor Sweeney is present at the April 19, 2021 HRC meeting.

APPROVED

B) Human Resources Specialist

Motion by Fennessey, seconded by Van Sickle to approve the updated Human Resources Specialist job description.

APPROVED

**4) Approve request to fill position:
A) Student Worker/Intern – Public Works Engineering**

Motion by Van Sickle, seconded by Fennessey, to approve the request to fill the Student Worker/Intern Public Works Engineering position.

APPROVED

5) HRC'S Review of RW Group Organizational & Staffing Study Final Report

Motion by Ludwig, seconded by Fennessey, to table this item until the April 19, 2021 HRC meeting to allow time for further review.

APPROVED

6) HRC's review of RW Group Organizational & Staffing Study and prioritization of remaining items needing to be addressed.

Motion by Ludwig, seconded by Van Sickle, to table this item until the April 19, 2021 HRC meeting.

APPROVED

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

Motion by Fennessey, seconded by Ludwig to approve Sections 1 & 2 of the Non-Union Handbook.

APPROVED

Van Sickle opposed

8) Receive and File:

A) Monthly Personnel Report for February 2021

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

9) Human Resources Updates.

No action required.

The meeting adjourned at 5:30 p.m.