

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –April 19, 2021
(Virtual meeting)**

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

OTHERS PRESENT: Debbie Bergstrom, Jane Darwin, Bradley Jago, Terry Johnson, John Kiel, Cammi Koneczny, Shelley Nelson, Mayor Paine, Frog Prell, Ashley Puetz, Nick Raverty, Jon Shamla, Deb Williams, Paul Winterscheidt

The HRC meeting was called to order at 5:05 pm.

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

Motion by Sweeney, seconded by Van Sickle, to approve the March 15, 2021 HRC Meeting Minutes.

APPROVED

2) Approve Job Descriptions

A) Property Appraiser (*held from 3/15/21 mtg*)

Motion by Sweeney, seconded by Van Sickle, to approve the Property Appraiser Job Description.

APPROVED

B) Contract Analyst

Motion by Sweeney, seconded by Van Sickle, to amend typical task #8 to add language “In close cooperation with relevant department heads or City Attorney.”

APPROVED

Motion by Ludwig, seconded by Sweeney, to amend typical task #5 to add language “Notify of awarding of bids.”

APPROVED

Motion by Sweeney, seconded by Van Sickle, to approve the Contract Analyst job description.

APPROVED

C) Coordinated Response Specialist

Motion by Van Sickle, seconded by Sweeney, to table the Coordinated Response Specialist job description until the May 17, 2021 HRC Meeting to allow time for further review.

APPROVED

D) City Clerk

Motion by Van Sickle, seconded by Sweeney, to add a new Typical Task before last task to say “Makes every effort to reduce the perception of bias; to protect the integrity and results of local, state and federal elections under their supervision.”

APPROVED

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

APPROVED

3) Approve request to fill positions
A) City Clerk

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

APPROVED

B) Coordinated Response Specialist

Motion by Van Sickle, seconded by Sweeney, to table the request to fill the Coordinated Response Specialist position until the May 17, 2021 HRC Meeting.

APPROVED

C) Firefighter

Motion by Sweeney, seconded by Van Sickle, to approve the request to fill a Firefighter position.

APPROVED

4) Approve the WPPA-Police Union Lateral Transfer Side Letter Agreement

Motion by Van Sickle, seconded by Sweeney, to approve the WPPA-Police Union Lateral Transfer Side Letter Agreement.

APPROVED

5) HRC's Review of RW Group Organizational & Staffing Study Final Report. (held from 3/15/21 mtg)

Motion by Sweeney, seconded by Van Sickle, to receive and file the HRC's Review of RW Group Organizational & Staffing Study Final Report.

APPROVED

6) HRC's review of the RW Group Organizational & Staffing Study and prioritization of remaining items needing to be addressed. (held from 3/15/21 mtg)

No action required.

7) Discuss City Attorney Survey Results (RW Group Recommendation #9 – City Attorney Staff/Outsourcing legal matters). (held from 2/15/21 mtg)

Motion by Sweeney, seconded by Van Sickle, to postpone the discussion of the City Attorney Survey Results (RW Group Recommendation #9 – City Attorney Staff/Outsourcing legal matters) indefinitely.

APPROVED

8) HRC's Informational Review of the Non-Union Handbook – Sections 3 & 4

Motion by Sweeney, seconded by Van Sickle, to postpone the HRC's Informational Review of the Non-Union Handbook – Sections 3 & 4 until the May 17, 2021 HRC meeting.

APPROVED

9) Receive and File:

A) Monthly Personnel Report for March 2021

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

10) Human Resources Updates.

No action required.

The meeting adjourned at 7:35 p.m.