

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –May 17, 2021
(Virtual meeting)**

MEMBERS PRESENT: Jack Sweeney, Jenny VanSickle

OTHERS PRESENT: Nick Alexander, Debbie Bergstrom, Tyler Elm, Bradley Jago, Terry Johnson, Cammi Koneczny, Shelley Nelson, Mayor Paine, Ashley Puetz, Nick Raverty, Jason Serck, Jon Shamla, Deb Williams

Ruth Ludwig, Excused

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

1) Election of HRC Chair and Vice-Chair.

Motion by Sweeney, seconded by Van Sickle, to elect Ludwig as HRC Chairperson. APPROVED

Motion by Sweeney, seconded by Van Sickle, to elect Van Sickle as HRC Vice-Chairperson. APPROVED

2) Approve the April 19, 2021 HRC Meeting Minutes

By consensus of the committee, the meeting minutes were approved.

3) Approve Job Descriptions

A) Coordinated Response Specialist (*held from 4/19/21 mtg*)

Motion by Van Sickle, seconded by Sweeney, to approve the Coordinated Response Specialist Job Description. APPROVED

B) Finance Director

C) Planning, Economic Development and Port Director

Motion by Van Sickle, seconded by Sweeney, to table the Finance Director and the Planning, Economic Development and Port Director job descriptions until the June 21st meeting. APPROVED

4) Approve request to fill positions

A) Coordinated Response Specialist (*held from 4/19/21 mtg*)

Motion by Van Sickle, seconded by Sweeney, to approve the request to fill the Coordinated Response Specialist position. APPROVED

B) Firefighter

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

5) HRC's Informational Review of the Non-Union Handbook – Sections 3 & 4 (*held 4/19/21 mtg*)

Motion by VanSickle, seconded by Sweeney to receive and file the HRC's Informational Review of the Non-Union Handbook – Sections 3 & 4. APPROVED

- 6) **Receive and File:**
 - A) **Monthly Personnel Report for April 2021**

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

- 7) **Human Resources Updates.**

No action required.

The meeting adjourned at 5:49 p.m.