

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES –June 21, 2021  
(In person/virtual meeting)**

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

**OTHERS PRESENT:** Debbie Bergstrom, Terry Johnson, Cammi Koneczny, Shelley Nelson, Mayor Paine, Ashley Puetz, Jason Serck, Deb Williams

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

**1) Approve the May 17, 2021 HRC Meeting Minutes**

Motion by Van Sickle, seconded by Sweeney, to approve the May 17, 2021 HRC Meeting Minutes.

APPROVED

**2) Approve the June 1, 2021 HRC Closed Session Minutes**

Motion by Sweeney, seconded by Van Sickle, to approve the June 1, 2021 HRC Closed Session Minutes.

APPROVED

**3) Approve Job Descriptions:**

**A) Finance Director (*held from 5/17/21 mtg*)**

Motion by Van Sickle, seconded by Sweeney, to approve the Finance Director's Job Description.

APPROVED

**B) Planning, Economic, Development and Port Director (*held from 5/17/21 mtg*)**

Motion by Van Sickle, seconded by Ludwig, to strike item #21 and #24 under Typical Tasks and to change #20 to read "establishes and maintains professional relationships with public and private sectors and community advocacy groups."

APPROVED

Motion by Van Sickle, seconded by Sweeney, to approve the Planning and Economic Development and Port Director Job Description with the exception of #19 under Typical Tasks, which will be brought back for discussion and approval at the July 19<sup>th</sup> HRC meeting.

APPROVED

**4) Approve request to fill positions:**

**A) Parks – Light Equipment Operator and subsequent vacancies**

Motion by Van Sickle, seconded by Sweeney, to approve the request to fill the Parks – Light Equipment Operator and subsequent vacancies.

APPROVED

**5) Approve the Telecommuting Policy and Telecommuting Acknowledgement Form**

Motion by Sweeney, seconded by Van Sickle to table the Telecommuting Policy and Telecommuting Acknowledgement form until the July 19<sup>th</sup> meeting.

APPROVED

**6) HRC's Informational Review of the Non-Union Handbook – Section 5**

Motion by Sweeney, seconded by Van Sickle to receive and file the HRC's Informational Review of the Non-Union Handbook – Section 5

APPROVED

**7) Receive and File:**

**A) Monthly Personnel Report for May 2021**

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

**8) Human Resources Updates.**

No action required.

The meeting adjourned at 6:25 p.m.