

**HUMAN RESOURCES COMMITTEE  
SPECIAL MEETING MINUTES –June 30, 2021**

**MEMBERS PRESENT:** Ruth Ludwig, Jack Sweeney, Jenny VanSickle

**OTHERS PRESENT:** Debbie Bergstrom, Terri Kalan, Cammi Koneczny, Mayor Paine, Shelley Nelson, Camilla Ramos, Nick Raverty, Deb Williams

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

**1) Approve Revised Job Description:  
A) Deputy City Clerk**

Motion by VanSickle, seconded by Sweeney to approve the revised job description for the deputy city clerk.

APPROVED

Motion by VanSickle, seconded by Sweeney to add a new #2 under Typical Tasks that says “Assists the city clerk in voter outreach, volunteer recruitment and community engagement.”

APPROVED

**B) City Clerk Assistant/Technician**

Motion by Sweeney, seconded by VanSickle to approved the revised job description of the city clerk assistant/technician with the stated changes.

APPROVED

**2) Request to fill position:  
A) Deputy City Clerk and Subsequent Vacancies**

Motion by Sweeney, seconded by Van Sickle to approve the request to fill the deputy city clerk position and subsequent vacancies.

APPROVED

The meeting adjourned at 6:06 p.m.