

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –July 19, 2021
(In person/virtual meeting)**

MEMBERS PRESENT: Ruth Ludwig Jack Sweeney, Jenny Van Sickle

OTHERS PRESENT: Debbie Bergstrom, Kara Gilbert (virtual), Terry Johnson (virtual), Cammi Koneczny, Shelley Nelson, Coral Noonan, Mayor Paine, Ashley Puetz, Jason Serck, Deb Williams

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

1) Approve the June 21, 2021 HRC Meeting Minutes

Motion by Sweeney, seconded by Van Sickle, to approve the June 21, 2021 HRC Meeting Minutes.

APPROVED

2) Approve the June 30, 2021 HRC Special Meeting Minutes

Motion by Van Sickle, seconded by Sweeney, to approve the June 30, 2021 HRC Special Meeting Minutes.

APPROVED

3) Approve Job Descriptions:

A) Planning, Economic Development and Port Director - #19 under typical tasks (held from 6/21/21 mtg)

Motion by Van Sickle, seconded by Sweeney, to approve the Planning, Economic Development and Port Director Job Description.

APPROVED

Motion by Van Sickle, seconded by Sweeney to move up item # 7) City Councilor Ludwig's request to add Dr. Martin Luther King Jr. Day as a paid City holiday (*information from 2019 request to add holiday enclosed*).

APPROVED

7) City Councilor Ruth Ludwig's request to add Dr. Martin Luther King Jr. Day as a paid City Holiday (information from 2019 request to add holiday enclosed).

Motion by Van Sickle, seconded by Ludwig to approve City Councilor Ruth Ludwig's request to add Dr. Martin Luther King Jr. Day as a paid City Holiday. Roll call vote taken and motion passes due to majority vote.

No – Sweeney

Yes – Ludwig and VanSickle

APPROVED

Van Sickle left meeting at 5:25 pm.

4) Approve request to fill positions:

A) Commercial Building Inspector – Part-time

Motion by Sweeney, seconded by Ludwig, to approve the request to fill the Commercial Building Inspector – Part-time position.

APPROVED

- 5) **Approve reorganization of Finance Department to include the following:**
A) **Approve updated Accountant job description**
B) **Approve updated Staff Accountant job description**
C) **Fill Accountant and Staff Accountant position in-house**
D) **Hire Temporary Part-Time Clerk**

Motion by Sweeney, seconded by Ludwig to approve reorganization of Finance Department. APPROVED

- 6) **Approve the Telecommuting Policy and Telecommuting Acknowledgement Form (*held from 6/21/21 mtg*)**

Motion by Sweeney, seconded by Ludwig to table the Telecommuting Policy and Telecommuting Acknowledgement form until the August 16th meeting. APPROVED

- 8) **Approve updated Non-Union Handbook (*correct use of pronouns, update obsolete language*)**

Motion by Ludwig, seconded by Sweeney to approve the updated Non-Union Handbook (correct use of pronouns, update obsolete language). APPROVED

- 9) **Receive and File:**
A) **Monthly Personnel Report for June 2021**

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

- 10) **Human Resources Updates.**

No action required.

The meeting adjourned at 6:28 p.m.