

## **HUMAN RESOURCES COMMITTEE Meeting Minutes August 21st, 2023 Regular Meeting**

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*The meeting was called to order by Vice Chair Van Sickle at 5:05 p.m. on August 21, 2023 in room 204 of the Government Center.*

### **1 ROLL CALL**

**MEMBERS PRESENT:** Jenny Van Sickle (Vice Chair), Mark Johnson (Alternate)

**MEMBERS ABSENT:** Ruth Ludwig (Chair), Jack Sweeney

**CITY STAFF PRESENT:** Beth Archer, Dawn Bacon, Starr Bowers, Tylor Elm, Cammi Janigo, John Kiel, Mayor Paine, Ida Sampson (virtual), Cam Vollbrecht, Deb Williams

**OTHERS PRESENT:** Shelley Nelson

### **2 APPROVAL OF MINUTES**

2.1 Human Resources Committee (Meeting held July 17, 2023)

**MOTION by Johnson, seconded by Van Sickle. Motion carried.**

### **3 OLD BUSINESS**

3.1 Review committee structures as defined by statutes, ordinances, and by laws.

**No action required.**

*Starr Bowers and Dawn Bacon left the meeting at 5:15 pm.*

3.2 Approve updated Staff Assistant job description.

**MOTION by Johnson, seconded by Van Sickle, to hold in committee. Motion carried.**

### **4 NEW BUSINESS**

4.1 Adopt 2024 non-union wage plan recommended by Carlson-Dettmann, 50th percentile or 50th/75th percentile blend.

**Mayor Paine requested to have this item pulled for discussion at the September HRC meeting.**

4.2 Discuss 2024 wage increase for non-union employees.

**Mayor Paine requested to have this item pulled for discussion at the September HRC meeting.**

4.3 Approve job description, pay grade, and Appendix A benefits for the new Broadband Manager position.

**MOTION by Van Sickle, seconded by Johnson, to hold in committee until the September HRC meeting. Motion carried.**

- 4.4 Request to fill the Broadband Manager position and subsequent vacancies if filled in- house.

**MOTION by Van Sickle, seconded by Johnson to hold in committee until the September HRC meeting. Motion carried.**

- 4.5 Receive and File

- 4.5.1 Library market rate adjustment (approved by the Library Board on 5/02/2023, and went into effect on 7/1/2023)

**Members of the committee received and filed.**

- 4.5.2 Updated Librarian and Library Technician job descriptions (approved by the Library Board on 8/9/2023)

**Members of the committee received and filed.**

**Suggestion by Director Janigo to take things out of order so that item #4.6 was the last item on the agenda. There were no objections from the committee.**

## **5 RECURRING BUSINESS**

- 5.1 Receive and file monthly personnel report for July 2023

**Members of the committee received and filed.**

- 5.2 Human Resources updates

**No action required.**

- 4.6 WPPA #27 Police Union Negotiations (*refer to closed session*)

Closed under Wisconsin Statute 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**MOTION by Johnson, seconded by Van Sickle, to go into closed session at 6:04 pm.**

**MOTION by Van Sickle, seconded by Johnson, to go back into open session at 7:08 pm.**

**No further action was taken by the committee.**

**6 ADJOURNMENT**

Meeting was adjourned at 7:08 p.m.

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*Respectfully submitted by Beth Archer*