

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –November 21st, 2022
(In person/virtual meeting)**

MEMBERS PRESENT: Ruth Ludwig (virtual), Jack Sweeney, Jenny Van Sickle

OTHERS PRESENT: Erin Abramson, Nicholas Alexander, Beth Archer, Linda Cadotte, Chris Carlson, Cammi Janigo, Todd Janigo, Shelley Nelson, Mayor Paine, Frog Prell, Deb Williams

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

1) Approve the October 17, 2022 HRC Meeting Minutes.

Motion by Sweeney, seconded by Ludwig, to approve the October 17, 2022 HRC Meeting Minutes.

APPROVED

2) Approve request to fill positions:

A) Working Foreman – ESD Wastewater, and subsequent vacancies

Motion by Sweeney, seconded by Ludwig, to approve the request to fill Working Foreman – ESD Wastewater, and subsequent vacancies.

APPROVED

B) Light Equipment Operator – Parks, Rec & Forestry, and subsequent vacancies if filled in house

Motion by Sweeney, seconded by Ludwig, to approve the request to fill Light Equipment Operator – Parks, Rec & Forestry, and subsequent vacancies if filled in house.

APPROVED

C) Light Equipment Operator – Street, and subsequent vacancies if filled in house

Motion by Sweeney, seconded by Ludwig, to approve the request to fill Light Equipment Operator – Street, and subsequent vacancies if filled in house.

APPROVED

3) Approve adjustments to ESD Engineering Technician staffing as recommended below:

A) Reduce ESD Environmental Engineering Technician full-time staff from four to three upon a January retirement.

Motion by Ludwig, seconded by Sweeney, to reduce ESD Environmental Engineering Technician full-time staff from four to three upon a January retirement.

APPROVED

B) Increase workweek hours from 37.5 to 40 hours for three ESD Environmental Engineering Technician staff and two ESD Civil Engineering Technician staff

Motion by Ludwig, seconded by Sweeney, to increase workweek hours from 37.5 to 40 hours for three ESD Environmental Engineering Technician staff and two ESD Civil Engineering Technician staff.

APPROVED

C) Add two Engineering Student Worker/Intern positions for 12 weeks (480 hours each) each year

Motion by Ludwig, seconded by Sweeney, to add two Engineering Student Worker/Intern positions for 12 weeks (480 hours each) each year, and to review Student Worker/Intern pay at January meeting.

APPROVED

4) Approve adjustment to equipment operator levels in Street and Parks, Rec & Forestry Divisions

Motion by Sweeney, seconded by Ludwig, to approve adjustment to equipment operator levels in Street and Parks, Rec & Forestry Divisions. APPROVED

**5) Approve job description for new 2023 budgeted Parks, Recreation & Forestry full-time position
(request to fill and wage recommendation to follow at a future meeting):**

A) Parks, Recreation & Forestry Volunteer, Events, and Program Coordinator

Motion by Ludwig, seconded by Sweeney, to approve job description for new 2023 budgeted Parks, Recreation & Forestry full-time position. APPROVED

6) Approve three-year agreement, to begin 1/1/2023, with NEOGOV for on-line application, training and onboarding software

Motion by Sweeney, seconded by Ludwig, to approve three-year agreement, to begin 1/1/2023, with NEOGOV for on-line application, training, and onboarding software. APPROVED

7) Discuss draft policy on First Amendment Rights and Employee Conduct Expectations (*Electronic Communications Policy #1.09 held from October 2022 meeting to discuss creation of new separate stand-alone policy to address social media use*)

Motion by Van Sickle, seconded by Sweeney, to hold discussion on a draft policy on First Amendment Rights and Employee Conduct Expectations until December HRC meeting.

APPROVED

8) Discuss new Flexible Work policy #01.16 to replace current Telecommuting policy

Motion by Van Sickle, seconded by Sweeney, to hold discussion on Flexible Work policy #01.16 to replace current Telecommuting policy until December HRC meeting.

APPROVED

9) Approve updated job descriptions:

A) Firefighter (to add DEI language requested by PFC)

Motion by Van Sickle, seconded by Sweeney, to approve the updated job description for Firefighter (to add DEI language requested by PFC.) APPROVED

B) Police Officer/Master Police Officer (to add DEI language requested by PFC)

Motion by Ludwig, seconded by Sweeney, to approve the updated job description for Police Officer/Master Police Officer (to add DEI language requested by PFC.) APPROVED

10) Receive and File:

A) Monthly Personnel Report for October 2022

The committee received and filed the Monthly Personnel Report for October 2022.

B) Library Director job description changes (approved by Library Board 11/09/2022)

The committee received and filed the Library Director job description changes (*approved by Library Board 11/09/2022.*)

11) Human Resources Updates

No action required.

12) WPPA #27 Police Union Negotiations-2023 Wage Reopener (*refer to closed session*)

Motion by Ludwig, seconded by Sweeney, to move into closed session at 6:35 pm.

APPROVED

Motion by Ludwig, seconded by Sweeney, to move back into open session at 6:55 pm.

APPROVED

12) WPPA #27 Police Union Negotiations-2023 Wage Reopener

No action required.

The meeting adjourned at 7:02 p.m.