

**HUMAN RESOURCES COMMITTEE
MINUTES – APRIL 17, 2017**

MEMBERS PRESENT: Tom Fennessey, Mike Herrick, Ruth Ludwig

OTHERS PRESENT: Debbie Bergstrom, Dave Johnson, Andy Knutson, Cammi Koneczny,
Steve Miner, Suzi Olson, Steve Panger

Jack Sweeney was excused.

The meeting was called to order at 4:00 pm.

4) Request to fill positions:

A) Student Worker – Engineering Technician Public Works

Motion by Fennessey, seconded by Ludwig, to approve filling the Student Worker – Engineering Technician position. APPROVED

B) Student Worker – Code Compliance Officer Building Inspection

Motion by Ludwig, seconded by Fennessey, to approve filling the Student Worker – Code Compliance Officer position. APPROVED

C) WW Operator & Subsequent Vacancies

Motion by Fennessey, seconded by Ludwig, to approve filling the WW Operator position and subsequent vacancies. APPROVED

1) Local #74 grievance #03-74-16 dated 12/29/16: Hourly HazMat compensation not paid (Knutson, Vollbrecht, & Miner)

Motion by Fennessey, seconded by Ludwig, to refer this item to closed session for discussion. APPROVED

2) Local #74 grievance #04-74-16 dated 12/30/16: Station #2 remodel work beyond scope of duties

Motion by Fennessey, seconded by Ludwig, to refer this item to closed session for discussion. APPROVED

3) Local #74 grievance #01-74-17 dated 2/24/17: Overtime denied to attend mandated EMT training (Hendrickson, LeSage, & Baker)

Motion by Fennessey, seconded by Ludwig, to refer this item to closed session for discussion. APPROVED

5) Request to change Chief of Staff to the Mayor position from Exempt to Non-Exempt.

Motion by Fennessey, seconded by Ludwig, to hold this item in committee until Mayor Paine has had time to review the request. APPROVED

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- 6) **Held in Committee: HRC requesting to consider having City vacancies advertised both internally and externally.**
A) **Approve Updated Policy: Recruitment and Selection Process-Elements and Timelines #4.01**

Motion by Ludwig, seconded by Fennessey, to hold this item in committee until Councilor Sweeney has reviewed it.

APPROVED

- 7) **Receive and File:**
A) **Monthly Personnel Reports for February and March 2017.**

Motion by Fennessey, seconded by Ludwig, to receive and file the Monthly Personnel Reports for February and March 2017.

APPROVED

- 8) **Human Resources Department update**

Motion by Fennessey, seconded by Ludwig, to receive and file the Human Resources Department updates.

APPROVED

Motion by Fennessey, seconded by Ludwig, to move into closed session at 6:37 p.m.

APPROVED

Motion by Ludwig, seconded by Fennessey, to move back into open session at 7:50 p.m.

APPROVED

- 1) **Local #74 grievance #03-74-16 dated 12/29/16: Hourly HazMat compensation not paid (*Knutson, Vollbrecht, & Miner*)**

Motion by Ludwig, seconded by Fennessey, to approve the hourly hazmat pay for 2 hours; and to request the HazMat Compensation Agreement be updated and clarified according to state statutes.

APPROVED

- 2) **Local #74 grievance #04-74-16 dated 12/30/16: Station #2 remodel work beyond scope of duties**

Motion by Fennessey, seconded by Herrick, to deny the grievance with the understanding that the Fire Department SOG should be clarified to define minor repairs.

APPROVED

Ludwig opposed.

- 3) **Local #74 grievance #01-74-17 dated 2/24/17: Overtime denied to attend mandated EMT training (*Hendrickson, LeSage, & Baker*)**

Motion by Fennessey, to deny the grievance based on the information heard.

Motion by Ludwig, seconded by Herrick, to approve the grievance and pay the overtime.

APPROVED

Fennessey opposed.

Motion by Fennessey, seconded by Ludwig, to adjourn at 8:00 p.m.

UNANIMOUSLY APPROVED