

**HUMAN RESOURCES COMMITTEE  
MINUTES – MAY 15, 2017**

**MEMBERS PRESENT:** Brent Fennessey, Ruth Ludwig, Jack Sweeney, Jenny Van Sickle

**OTHERS PRESENT:** Debbie Bergstrom, Cammi Koneczny

The meeting was called to order at 4:03 pm.

**1) Elect HRC Chair and Vice-Chair.**

Motion by Fennessey, seconded by Sweeney, to elect Ludwig HRC Chairperson. APPROVED

Motion by Sweeney, seconded by Ludwig, to elect Fennessey HRC Vice-Chairperson. APPROVED

**2) Request to fill positions:**

**A) Police Officer (3)**

Motion by Sweeney, seconded by Fennessey, to approve the request to fill three Police Officer vacancies. APPROVED

**B) Light Equipment Operator (Parks) & Subsequent Vacancies**

Motion by Fennessey, seconded by Sweeney, to approve the request to fill a Light Equipment Operator position in the Parks Division and subsequent vacancies. APPROVED

**C) Student Worker – GIS**

Motion by Fennessey, seconded by Sweeney, to approve the request to fill a GIS Student Worker position. APPROVED

**3) Held in Committee: Request to change Chief of Staff to the Mayor position from Exempt to Non-Exempt.**

Motion by Sweeney, seconded by Fennessey, to approve the request to change the Chief of Staff to the Mayor position from Exempt to Non-Exempt. APPROVED

**4) 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 Sweeney, seconded by Fennessey, to approve the updated Recruitment and Selection Process-Elements and Timelines Policy #4.01. APPROVED

**5) Receive and File:**

**A) Monthly Personnel Report for April 2017.**

Motion by Fennessey, seconded by Sweeney, to receive and file the Monthly Personnel Report for April. APPROVED

**6) Human Resources Department update**

No action required.

Motion by Fennessey, seconded by Sweeney, to adjourn at 4:43 p.m.

UNANIMOUSLY APPROVED