

**Human Resources Committee**  
**October 19, 2016**

The **Human Resources Committee** met Wednesday, October 19, 2016, at 4:00 p.m. in the Conference Room at City Hall. Present were Committee Members Susanne Galbraith, Kathy Wilcox, Rick Huber and Jeff Erlenbusch. Also present were City Clerk Lorrie Pearce, Police Chief Doug Colombik, Fire Chief Gary Warren and Deputy City Clerk/HR Officer/Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens

None

2. Committee Member Comments

None

3. Unfinished Business

A. MMIA policy Changes – status and next step

Chairperson Wilcox asked for an update, HR Officer Wilkins reported that the personnel policies had been sent to City Attorney Rice, he had made a few revisions and the revised personnel policies would be ready to go to Council on Tuesday, October 25. Discipline policy did go to the City's Labor Attorney Larry Martin for review; if he makes any changes the Discipline Policy will be revised and sent to Council again at a later date.

B. City position descriptions – memo to dept heads and status; due Dec 31, 2016

Chairperson Wilcox asked for an update, HR Officer Wilkins reported that she had not sent the position descriptions out to the department heads, but would do this right away. Wilcox asked to have at least ½ of the position descriptions ready for review by the December HR Committee Meeting.

C. Draft position descriptions template for City non-union positions – Jan 2016

Chairperson Wilcox commented that at the previous meeting a copy of the Minnesota Study was given to members for review.

*\*\*Committee Member Erlenbusch moved to table until next meeting and review as a group, seconded by Committee Member Huber. On roll call vote the motion passed unanimously, 4-0.*

D. Development of wage scales for City non-union positions – Jan 2016

Pended until January, need a sample to work from. Need the positions description completed. HR Officer Wilkins will pull the wage matrices currently in place for the city and get copies to all committee members. There was discussion regarding the implementation of a wage scale. Pay Grade and exempt or non-exempt classifications are not currently on the City position description. Salary survey is used to determine if the City is competitive with other Class 2 Cities across the State. The committee would like to be proactive at putting structure to wages within the city. The development of wage scales would be for both union and non-union positions.

*\*\*Committee Member Erlenbusch moved to table this item until January when more information can be obtained, seconded by Committee Member Wilcox. On roll call vote the motion passed unanimously, 4-0.*

4. New Business

A. Discussion: 2017 Wage Study- process, timeline and vendor selection

The wage study should be completed before the budgeting process begins next fiscal year, this would require a study deadline at the end of March, 2017. Mayor Hollowell recommended the AdHoc Salary Survey Committee include all the members of the HR Committee, Union Representation and the HR Officer; the City Council approved these recommendations. It was suggested that City Clerk Pearce also be appointed to this committee, Chairperson Wilcox asked this item be added to the next City Council agenda. Separate meetings for the HR Committee and AdHoc Salary Survey Committee will be scheduled on the same day, but at different times and with two separate agendas. Union Presidents need to be notified that meetings will be taking place and to bring their Vice-Presidents.

While looking for information on conducting a wage survey, Chairperson Wilcox came across a survey conducted by the MT League of Cities and Towns conducted in 2016. She asked the committee to consider the usefulness of this survey to the AdHoc Salary Survey Committee.

*\*\*Committee Member Galbraith moved to have the Montana League of Cities and Towns Salary Survey sorted by Class 2 Cities and brought to the first AdHoc Salary Survey Committee meeting when Union representation is present, seconded by Committee Member Erlenbusch. On roll call vote the motion passed unanimously, 4-0.*

5. Schedule Committee's Next Meeting: consider Wed, Nov 16, 2016 5:15 pm


HR Committee Meeting was scheduled for November 17 at 5:00 p.m. and the AdHoc Salary Committee Meeting at 5:30 p.m.

6. Adjournment

*\*\*Committee Member Galbraith moved to adjourn, seconded by Committee Member Erlenbusch. The motion passed unanimously.*

The meeting was adjourned at 4:59 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins