

**Human Resources Committee**  
**May 18, 2016**

The **Human Resources Committee** met Wednesday, May 18, 2016, at 5:15 p.m. in the Conference Room at City Hall. Present were Committee Members Rachel Sloan, Susanne Galbraith, Kathy Wilcox and Jeff Erlenbusch. Also present were Union Representative Tom Speelmon, Public Works Director Scott Gray, PW/PU Office Clerk/Receptionist Dianna Larson, City Planner-in-Training/Grant Writer Dawn Colton and Deputy City Clerk/HR Director/Committee Recorder Linda Wilkins.

Committee Chairperson Rachel Sloan called the meeting to order.

1. Requests of Citizens

None

2. Review job description for Administrative Position

Committee Member Wilcox asked if additional duties were being added other than just changing the title of the position. Director Gray stated there are changes to the duties and discussed with the committee the importance of ensuring the correctness of job titles when conducting the next salary survey, committee members agreed. There was further discussion regarding some minor changes to the job description, which were noted on the draft job description by Recorder Wilkins (see attached).

*\*\*Committee Member Galbraith moved to recommend acceptance of the job description with changes as noted throughout the discussion, subject to review by MMIA; seconded by Committee Member Wilcox. Upon roll call vote the motion passed unanimously.*

3. Review job description for Grant Writer/Planner in Training

There was discussion regarding wages being frozen, the equitableness of granting wage increases without a definite policy in place and the development of a salary policy.

*\*\*Committee Member Wilcox moved to recommend review and further discussion of the proposed job description; seconded by Jeff Erlenbusch. Upon roll call vote the motion passed unanimously.*

4. Update on policy

Recorder Wilkins had received a handout from Angela Simonson on a salary policy that may work as model for the city this was given to committee members for review. The policy will be discussed at future committee meetings

5. Adjournment

*\*\*Committee Member Galbraith moved to adjourn; seconded by Chairperson Sloan. Motion passed unanimously.*

The meeting was adjourned at 5:59 p.m.

Respectfully submitted,



Chairperson Rachel Sloan



Recorder Linda Wilkins