

Human Resources Committee
January 5, 2017

The **Human Resources Committee** met Thursday, January 5, 2017, at 5:15 p.m. in the Human Resource Office at City Hall. Present were Committee Members Kathy Wilcox, Jeff Erlenbusch and Rick Huber. Excused was Susanne Galbraith. Also present were City Clerk Lorrie Pearce and Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens

No Citizens Present

2. Committee Member Comments

Chairperson Wilcox commented that she had enjoyed being the chair of the Human Resource Committee and had learned many things. She reminded the current members of this committee that following the next City Council meeting that new members would be appointed to the committee and a new chairperson would need to be elected at the next committee meeting.

3. Unfinished Business

A. Draft position descriptions template, City non-union positions – pended until the completion of the wage survey at the end of February.

B. Development of wage scales for City non-union positions – pended until the completion of the wage survey at the end of February.

4. New Business

A. Job Descriptions review- Finance Department

***Committee Member Erlenbusch moved to table job description review for the Finance Department under new business until the next regular scheduled meeting, seconded by Committee Member Huber. On roll call vote the motion passed 3-0.*

B. City Council Policy and Procedure - review and take action on suggested revisions, filling council vacancies

Chairperson Wilcox asked HR Officer Wilkins to update the committee, she deferred to Clerk Pearce. Clerk Pearce stated that Mr. Andrews had asked that a policy be developed to fill future councilperson vacancies on City Council, to avoid the discomfort felt by all involved in filling the last council vacancy. She sent requests, to other cities in Montana, for a copy of their policy used to fill council vacancies. She received several responses and completed a draft of a "Council Vacancy Policy" for review by the HR Committee. She explained that, currently, the City posts the council vacancy in the newspaper and letters to the editor are written requesting citizens within the ward to apply for the position. Vacancies filled prior to the last vacancy had only one person applying allowing the vacant position to be easily filled; however, the last vacancy had several citizens applying causing the discomfort among all involved in the process of filling the vacancy. She then reviewed the draft with the members of the committee.

Chairperson Wilcox began a line by line review of the draft policy with the members of the committee. After a brainstorming session the committee decided on updating the draft policy to include a three step recruiting process that will include interviewing of the prospective council members during a regular scheduled council meeting, interview scoring sheets will be completed by council members and forwarded to the HR Committee for compilation, and the highest scoring candidate will be sent to the Mayor for his review and recommendation and placed on the next city council agenda for vote by the city council. A revised version of the policy submitted will be prepared for the next HR Committee Meeting.

***Committee Member Huber moved to table the City Council Policy and Procedure for filling a vacant councilperson position until the next regularly scheduled HR Committee meeting, seconded by Committee Member Erlenbusch. The motion passed unanimously.*

5. Schedule Committee's Next Meeting: consider Thursday, February 2, 2017 5:15 pm

6. Adjournment

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

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Kathryn I Wilcox
Chairperson Kathy Wilcox

Linda Wilkins
Recorder Linda Wilkins