

Human Resource Committee Minutes

April 18, 2012

The **Human Resource Committee** met Wednesday, April 18, 2012, at 12:00 p.m. in the Conference Room at City Hall. Present were Chairperson John Uden, Committee members Dwayne Andrews, Bill Melnik, and John Hollowell. Also present were Utilities Director Allen Kelm, Auto Cad Technician Samantha Malenovsky, and Recorder Deputy City Clerk Linda Wildman.

Chairperson Uden called the Human Resource Committee meeting to order.

Roll Call

All members of the Human Resource Committee were present.

Review of Dept. Head's request for additional benefits for an employee

Chairman Uden explained that a revised job description has been presented to change the position description for the Auto Cad Technician to Floodplain Administrator/AutoCAD Technician/Assistant Public Works & Public Utilities. Currently Samantha Malenovsky holds the Auto Cad Tech. position; however she is also performing the function of Floodplain Administrator. Former Mayor Whalen had indicated to Ms. Malenovsky that when she completed her certification she would receive an increase for the additional duties related to flood plain.

Ms. Malenovsky explained she has been doing this function since Planner John Marks terminated his employment. She obtained her certification in August, 2011. She will continue to update her training with continuing education to stay certified. She is also a Community Rating System Coordinator, which takes up a considerable amount of time.

Chairman Uden had asked Ms. Malenovsky for a list of the additional duties she has taken on since Mr. Marks left. She and Director Kelm will prepare this list and present back to Committee. Ms. Malenovsky stated she spent approximately 50% of her time doing flood plain duties and 50% on auto cad and assisting the two directors. There was some discussion concerning her current salary. Chairman Uden is suggesting a \$1.00-2.00 per hour increase. Director Kelm indicated he would have some vacancy savings in his budgets to implement an increase as soon as it is approved. He has a lot of work ahead on projects that will require Ms. Malenovskys' time.

Committee Member Hollowell pointed out that City flood plain ordinances state the responsibility of the Flood Plain Administrator. He is concerned about retaining someone who is certified and trained as there is a lot of work ahead of the City concerning flood control and the dike issues. He stated he would not be voting on this issue, as he is related to Ms. Malenovsky.

It was pointed out that this Committee could make a recommendation concerning an increase; however, the Finance Committee also needs to approve a wage increase to make sure there is enough budgeted. Also, Human Resource Committee will need to approve the final job description.

*** Chairman Uden made a motion to recommend the City provide an appropriate raise, with the amount to be determined by the Finance Committee at its next regularly scheduled meeting. Seconded by Committee member Andrews and, on roll call vote, motion carried, with Committee Member Hollowell abstaining.*

Request of Citizens

-None

Adjournment

*** Committee Member Andrews moved to adjourn the meeting, seconded by Committee Member Hollowell and motion passed unanimously.*

Meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Deputy City Clerk Linda Wildman, Recorder

Chairperson John Uden