

Human Resources Committee

November 1, 2013

The **Human Resources Committee** met Friday, November 1, 2013, at 6:00 p.m. in the Conference Room at City Hall. Present were Committee Chairperson John Uden and Committee Members Bill Melnik and Mark Ahner. Also present was Public Utilities Director Al Kelm and Committee Recorder HR/Payroll Officer Billie Burkhalter. Committee Member Roxanna Brush was absent.

1. Roll Call

- Noted above

2. Review changes to current Background Check Policy

HR Officer Burkhalter explained that the current policy the City has on background checks is extremely lacking and is not in compliance with the Fair Credit Reporting Act (FCRA). She further stated that she had taken the recommendation from John Cummings, who is the HR and Risk Management Programs Manager with MMIA, to use Orion International Corporation for all background checks. HR Officer Burkhalter stated she had Attorney Rice review this policy, and it meets with his approval.

HR Officer Burkhalter handed out to the Committee Orion's price list. She explained that the last background check she had completed on a director was with a random company from the internet and that person had informed her that a lot of the information on it was not correct. Chairperson Uden noted that he was pleased to see "Education Verification" could be selected, as the City has had issues with this in the past.

Chairperson Uden questioned how the form "Request for Investigation" would be used. HR Officer Burkhalter stated this form would be for the Director who is requesting the background check, and it would be left up to his or her discretion on what checks are needed for that vacant position. Committee Member Ahner agreed.

*** Committee Member Ahner moved to recommend to Council to approve the Background Check Policy: Authorization to Release Information, Acknowledgement and Request for Investigation, as submitted by Human Resource Officer. Motion seconded by Committee Member Melnik and motion passed unanimously.*

Director Kelm explained the State of Montana has passed a law that all of the Certified Water Operators have to get a certified copy of their birth certificate and send to DEQ in order to maintain their Water and Wastewater License. He stated he supports this and welcomes this new Background Check Policy.

3. Request of Citizens

-None

4. Committee Members' comments

Chairperson Uden stated that Sam Malenovsky's grievance has not been addressed and has been hanging out there for a while. He now has commitments for a hearing date from Labor Negotiator Larry Martin and City Attorney Dan Rice. Chairperson Uden scheduled a hearing to be conducted by the HR Committee on November 13th @ 6:00 p.m. HR Officer Burkhalter stated she had also requested a hearing on her grievance and questioned if she would be heard at this time too. Chairperson Uden stated the attorney stated a letter had gone out questioning if the grievant wanted a hearing and Sam Malenovsky was the only one who had responded. HR Officer Burkhalter responded that she did receive a letter but she had already requested a hearing and questioned why she would need to request a hearing more than once. Chairperson Uden stated he will inform the attorneys of this.

HR Officer Burkhalter requested that Chairperson Uden place on the next Human Resource Agenda a request to review a new FMLA policy.

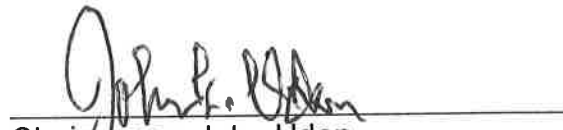
5. Adjournment

*** Committee Member Ahner moved to adjourn the meeting. The motion was seconded by Committee Member Melnik and passed.*

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,


Billie D. Burkhalter, Recorder


Chairperson John Uden

NEW COMMERCIAL CLIENT PRICE LIST
(EFFECTIVE: 1/1/09)

Montana statewide criminal check	\$32.00
Montana professional licensing check	\$10.00
Montana driving record	\$25.00
Montana Sexual/Violent offender check	\$5.00
Social Security verification	\$10.00
Federal court check	\$10.00
Education verification	\$20.00
Employment verification	\$20.00
Commercial database search	\$10.00
Skip Trace search	\$25.00
Credit check	\$35.00
Reference check	\$12.00 plus LD calls
Long distance telephone calls or faxes (ref. checks only)	\$2.00
OIG Exclusion	\$1.00
GSA Exclusion	\$1.00
Terrorist-Specially Designated Nationals verification	\$2.00
Out of state criminal check	\$20.00 plus any fees
Out of state professional licensing check	\$10.00
Out of state driving record	\$12.00 plus any fees
Out of state sexual/violent offender check	\$5.00
Package 1:	\$49.00
Montana criminal check	
Two reference checks	
Package 2:	\$47.00
Montana criminal check	
Montana sexual/violent offender check	
SSAN verification	
Federal court check	

Other prices provided upon request / Volume discounts available

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