

Human Resources Committee
February 23, 2017

The **Human Resources Committee** met Thursday, February 23, 2017, at 5:15 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, and John Uden. Jeff Erlenbusch was present, but arrived late. Also present were Councilperson Rick Huber, Police Chief Doug Colombik, 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

None

2. Committee Member Comments

None

3. Unfinished Business

A. Draft position descriptions template, City non-union positions- pended to after completion of the Wage Survey

B. Development of wage scales for City non-union position- pended to after completion of the Wage Survey

*** Committee Member Galbraith moved to table items A and B of unfinished business, seconded by Committee Member Uden. By a voice vote, motion passed. Ayes 3, Nays 0*

C. Final review and recommendation: Interim Council Vacancies policy/procedure
Chairperson Wilcox commented that following the discussion at the Council Meeting there are no changes until item 6 which was the interview process. Bullet A time will be changed to 15 minutes, delete B and C. Committee Member Galbraith thought that a change to Item 5, bullet A should be change from 2 individuals to 3. Committee Member Uden concurred. Committee Member Erlenbusch thought that everything was looking pretty good. He thought the change of Item 5 to 3 individuals was good. There was some discussion on written ballot. Committee Member Uden commented on the written ballot and believed it was illegal. Clerk Pearce spoke with City Attorney Rice and a written ballot is not legal. Chairperson Wilcox moved on to Option 2 and wants to make sure the vote goes around the table in an orderly fashion. A motion has to be made to vote on anything. Committee Member Galbraith thought it was correct to make a motion and then vote. Another motion does not need to be made once a candidate receives the majority vote. Item 7 will be changed to reflect the motion, seconding and voting process. All other items after Item 7 will be renumbered to reflect the correct sequence.

***Committee Member Galbraith moved to accept the Interim Council Vacancy Policy with the revisions as noted, seconded by Committee Member Uden. On roll call vote, the motion passed 4-0.*

4. New Business - Dispatch Supervisor job description revisions- Linda Wilkins

HR Officer Wilkins explained to the committee that it has been difficult to fill the open 911 /Dispatch Supervisor position, especially matching the required dispatch and supervisory skills. Chief Colombik commented that it would be better to have dispatch skills and then acquire the supervisor skills associated with the position. The committee discussed changes that could be made to the position description and after some discussion the Minimum Qualifications would be changed to require dispatch experience required supervisory experience preferred but not required and add that a 1st line supervisor course must be completed within one year of hire. Language under experience should include: "Three years as a criminal justice dispatcher and/or related experience..."

***Committee Member Galbraith moved to accept the Communications Dispatch Supervisor/E911 Coordinator positions description with the revisions as noted, seconded by Committee Member Erlenbusch. On roll call vote, the motion passed 4-0.*

5. Schedule Committee's Next Meeting
Scheduled for March 23, 2017 at 5:15 p.m.

6. Adjournment

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

The meeting was adjourned at 6:21 p.m.

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins