

Human Resources Committee
March 23, 2017

The **Human Resources Committee** met Thursday, March 23, 2017, at 5:25 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, and Jeff Erlenbusch. John Uden was excused. 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

None

2. Committee Member Comments

None

3. Unfinished Business

None

4. New Business

A. Finance Department job descriptions revisions- Linda Wilkins

The following marked up job descriptions: Deputy City Clerk/Human Resource Officer, Utility Billing Clerk and Accounting Payroll Clerk were reviewed for content: Deputy City Clerk/Human Resource Officer, page 1 wage scale and exemption status will be added on header, on page 2 bullets 5-9 and 12 were deleted, page EEO and ADA will be spelled out, page 4 a bullet point was added regarding tracking performance evaluations, and job standards were changed to reflect performance evaluations. Utility Billing Clerk page 1 wage scale and exemption status will be added, under summary of work add serves the public at the front window (wordsmith the front window), add a bullet point collects city fees, on behalf of the treasurer and a bullet makes reservations for city park usage. Accounting/Payroll Clerk. Page 1 wage scale and exemption status will be added, page 1 at summary of work add serves the public, page 2 bullet 4 change Solestone to ambulance billing and delete "to go to DCI", bullet 5 add park fees and reservations.

***Committee Member Erlenbusch moved to accept the job descriptions as reviewed and revised, seconded by Committee Member Galbraith. On roll call vote, the motion passed 3-0.*

B. Vehicle Use Policy- Lorrie Pearce

***Committee Member Galbraith moved to table the vehicle use policy until the next meeting, seconded by Committee Member Erlenbusch. On roll call vote, the motion passed 3-0.*

C. PII policy

The policy needs to be reviewed by Chief Warren and Battalion Chief Stevens. HR Officer Wilkins find out if this is actually a fire and ambulance policy and what steps do they take to review policies. Policy directed at how the department conducts itself. Need to draft a policy for the entire City.

***Committee Member Galbraith moved to postpone the PII Policy until more information was received from the Fire Chief, seconded by Committee Member Erlenbusch. On roll call vote, the motion passed 3-0.*

5. Schedule Committee's Next Meeting:

The next HR Committee Meeting was scheduled on Tuesday, April 4 at 5:30 p.m.

6. Adjournment

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

The meeting was adjourned at 6:17 p.m.

Respectfully submitted,


Chairperson Kathy Wilcox


Recorder Linda Wilkins