

**Human Resources Committee**  
**September 14, 2017**

The **Human Resources Committee** met Thursday, August 14, 2017, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, John Uden and Jeff Erlenbusch. Also present were Public Utilities Director Allen Kelm 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. Review and Recommendation – Program Assistant/Historic Preservation/TIF Director Position Description

The following changes were recommended to the revised position description:

1. In the header correct the spelling in Department to *Utilities*.
2. Under the heading “Education & Experience” add the following language at first bullet after “...Public Administration *and two years management experience*”.
3. Under the heading “Minimum Qualifications” add the following language at first bullet after “... within (*delete a*) five years...”.

*\*\*Committee Member Galbraith moved to accept the Public Utilities Director Position Description subject to the changes made, seconded by Committee Member Uden. On roll call vote, the motion passed 4-0.*

4. Review and Recommendation – Miles City Personnel Policy Manual Section 2A: Recruitment and Selection, Miles City Employment Application, Applicant Screening Form, and Applicant Survey

No changes made to position description.

*\*\*Committee Member Galbraith moved to approve the Temporary General Office Clerk Utility Billing position description, seconded by Committee Member Erlenbusch. On roll call vote, the motion passed 4-0.*

6. Adjournment

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

The meeting was adjourned at 5:53 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins