

**Human Resources Committee  
February 1, 2018**

The **Human Resources Committee** met Thursday, February 1, 2018, 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 arrived after consideration of Item 3. Also present was Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins and Historic Preservation/TIFD Officer Connie Muggli.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens  
None
2. Committee Member Comments  
None
3. Elect Committee Chairperson

*\*\* Committee Member Uden moved that Chairperson Kathy Wilcox continue as chairperson of the committee, seconded by Committee Member Galbraith. On roll call vote the motion passed 3-0.*

4. Unfinished Business

A. Review and Recommendation : Position Description, Historic Preservation/TIF Director

*\*\*Committee Member Uden moved that the committee accept the current Historic Preservation Officer and Tax Increment position description with revisions, effective February 15, 2018.*

- Revisions during the meeting consisted of:
  - In the header change title to Historic Preservation Officer & Urban Renewal Agency Director, change Job Class to Administrative, change Department to Historic Preservation / Urban Renewal Agency, and make the Effective Date 2/15/2018.
  - Third bullet under SUMMARY OF WORK before the last work “district” add “Tax Increment Financing”
  - Under MINIMUM REQUIREMENTS Education (knowledge) remove “in Business Administration and/or Public Administration”
  - Under DESIRABLE QUALIFICATIONS Knowledge: add “Bachelor Degree in Business Administration and/or Public Administration” and under Skills: add “Use of Robert’s Rules of Order”

*\*\*On roll call vote the motion passed, 4-0.*

B. Review and Recommendation: Revised Grievance Personnel Policy

*\*\*Committee Member Erlenbusch moved that the Grievance Policy be recommended and moved on to City Council with revisions, seconded by Committee Member Galbraith.*

- Revisions made based on the Mayor’s e-mail recommendations
  - Under Grievance Procedure A. the following sentence “Supervisor will document the reason for the grievance meeting and the outcome

of the discussion; submit documentation to the Human Resource Officer.” Item D after ...final review and a comma and delete “Chairperson in his/her discretion,” Item E insert after final “Human Resource Committee”; delete after Chairperson “of the Human Resource Committee” and after the second file replace the word “administrative” with “Committee”

*\*\*On roll call vote the motion passed, 4-0.*

5. New Business

A. Review and Recommendation: Resolution 4115; revised Discipline & Discharge Personnel Policy

*\*\*Committee Member Galbraith moved to accept and recommend to Council the Discipline & Discharge Personnel Policy as revised, seconded by Committee Member Erlenbusch. On roll call vote the motion passed, 4-0.*

B. Review and Recommendations for verifying the following resolutions and personnel policies are current prior to 2019 Budgeting:

- Resolution 4071: Position descriptions
- HR Personnel Policy: Performance Evaluations
- Resolution 4072: Wage Increase Requests

- Chairperson Wilcox stated she thought no revisions were needed on these items it was simply a reminder of things that may be required to review prior to budget season
- HR Officer Wilkins informed the Committee performance evaluations forms have been sent out to directors. She has reminded the Fire and Police departments of the need to begin working on updating positions descriptions. Other City departments had been reviewed last year.

C. Review and Recommendation: HR Policy 3.5.1 – Education & Training

- Proposed 2018 training schedule attached

- Chairperson Wilcox commented that she and HR Officer had discussed the need for employee training and she developed a schedule of training.
- Committee Member Uden commented that this was needed to protect the City from any type of litigation arising from employee issues.
- Committee Member Galbraith thought this was an excellent way for the City to be proactive and not reactive.
- HR Officer Wilkins stated that the first training will be taking place on February 8 on Communication and Dealing with Difficult People. A training presented through the EAP program costs for this training will be covered by MMIA. The training will take place in the City Hall conference room at 10:00 a.m.
- Chairperson Wilcox stated that the harassment training on the schedule will be moved, but should be completed by April.

5. Next Meeting: Consider Thursday March 8, 2018 @ 5:15 p.m.

Begin Review and Discussion: Resolution #3756 Employee Orientation and Checklist

- After discussion the meeting will be moved to March 1, 2018 at 5:15 p.m.

4. Adjournment

*\*\*Committee Member Erlenbusch moved to adjourn, seconded by Committee Member Galbraith. The motion passed unanimously 4-0.*

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins