

Human Resources Committee
March 1, 2018

The **Human Resources Committee** met Thursday, March 1, 2018, at 5:15 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, Jeff Erlenbusch and John Uden. Also present were Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins and Fire Chief Branden Stevens.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens
None

2. Committee Member Comments
None

3. Review and Recommendation: MMIA suggested revisions to Grievance personnel policy

Officer Wilkins stated that the revisions were reviewed by the labor attorney Larry Martin.

***Committee Member Uden moved that the Grievance Policy with revisions be accepted and recommended to City Council, seconded by Committee Member Galbraith. On roll call vote the motion passed 4-0.*

4. New Business

A. Review and Recommendation: Position Description, Volunteer Fire, Ambulance staff

Chief Stevens explained that he would like to follow a model that allows part paid firefighters to perform duties under these categories: Logistical/Administrative Support, Firefighter, EMT, and Rescue. Committee Members discussed putting these as categories under one position description for Part Paid Firefighters and to postpone and allow Chief Stevens and Officer Wilkins to do further research.

***Committee Member Erlenbusch moved to postpone consideration of the position description until the next Human Resource Committee Meeting, seconded by Committee Member Uden. The motion passed unanimously 4-0.*

B. Review and Recommendation: Position Description – Legal Assistant to City Prosecutor

Chairperson Wilcox stated the Job Class should be clerical.

***Committee Member Uden moved to accept the changes to the Legal Assistant position description, seconded by Committee Member Galbraith. On roll call vote the motion passed 4-0.*

C. Review and Recommendation: Employee Orientation and Checklist

Officer Wilkins reviewed a few changes to the actual policy. The Committee Members reviewed the New Hire Checklist provided by MMIA and agreed that it was much more comprehensive than the current Orientation Checklist contained in the current Personnel Policy and Procedure Manual. The New Hire Checklist was divided into three sections: Section 1 – Pre-hire forms, Section 2 – At-time of hire forms and Benefits (to be completed on

the first day of employment) and Section 3 – Required policy communications/trainings (to be completed within 3 days of employment). Committee Members thought the suggested changes should be made and a revised copy with changes brought back to the next HR Committee Meeting.

***Committee Member Galbraith moved to postpone the recommendation of the Employee Orientation and Checklist until the next Human Resource Committee Meeting so changes can be made and reviewed, seconded by Committee Member Uden. The motion passed unanimously 4-0.*

D. Discussion: Draft new policy re: “Working Remotely”

After a discussion of the complexity of employees working remotely, it was decided that it would not be in the best interest of the City to proceed with drafting a policy.

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

4. Adjournment

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

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

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins