

Human Resources Committee
May 3, 2018

The **Human Resources Committee** met Thursday, May 3, 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 Public Works Director Scott Gray, Public Utilities Director Tom Speelmon, Floodplain Administrator/Assistant PW/PU Director/Auto Cad Samantha Malenovsky 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

Committee Member Uden will be out of town May 10 – 19.

3. Unfinished Business

None

4. New Business

A. Review and Recommendation: Wage Increase requests for FY 2018-2019

Administrator Malenovsky was the only employee presenting a request for a wage increase at this meeting. After discussion and review of the position duties and expectations the committee thought a \$2/hour increase was appropriate as requested.

***Committee Member Uden moved that Sam's request for a raise be supported by this committee for a \$2/hour raise, seconded by Committee Member Galbraith. On roll call vote the motion passed unanimously 4-0.*

B. Review and Recommendation: Employee Orientation Personnel Policy

The changes to the Employee Orientation Personnel Policy were reviewed. The New Hire Checklist was also reviewed that goes along with the policy. Chairperson Wilcox suggested that the effective date of the policy be June 1, 2018.

***Committee Member Uden moved to approve the Employee Orientation Personnel Policy and New Hire Checklist, seconded by Committee Member Erlenbusch. On roll call vote the motion passed unanimously 4-0.*

5. Next Meeting: Thursday June 7, 2018 @ 5:15 p.m.

4. Adjournment

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

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,


Chairperson Kathy Wilcox


Recorder Linda Wilkins