

Human Resources Committee
September 3, 2019

The **Human Resources Committee** met Tuesday, September 3, 2019, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Austin Lott, John Uden, and Susanne Galbraith. Also present were City Planner-in-Training Ally Capps, City Clerk Lorrie Pearce, Public Works Director Scott Gray, Mayor John Hollowell, RSVP Director Betty Vail and Human Resources Officer/Recorder Linda Wilkins.

Committee Member Kathy Wilcox called the meeting to order.

1. Request of Citizens

City Clerk Pearce stated that she understood that some financial information may be needed during the discussion and she was there to provide any assistance in that area. She also stated that job descriptions are based on the position not the person.

2. Review, approve Revised Job Descriptions:

a. RSVP

Director Vail stated that \$7,500 had been obtained through the RSVP grant to fund a part time administrative assistant. The job description already existed and has been revised to fit the current positions description format used by the City.

***Committee Member Uden moved to approve the position description as presented, seconded by Committee Member Galbraith. The motion passed unanimously 4-0.*

b. City Planner-in-Training

Director Gray stated that the position description had been reviewed by the Mayor, Planner-in-Training Capps, HR Officer Wilkins and himself, and he had no concerns.

Chairperson Wilcox asked for a motion to approve the position description.

***Committee Member Lott moved to accept and approve the position description as presented, seconded by Committee Member Uden. The motion passed unanimously 4-0.*

3. Review, discuss report: Planner-in-Training trial of additional duties

Planner-in-Training Capps reviewed the information in the report she prepared for the committee. She stated that there were projects on the radar that may qualify for grant funding. She stated that groups have been reaching out to the community to inquire of ways to help the City as a whole, also she has been receiving calls from Helena on ways the State can help.

Committee Member Uden wanted to take the opportunity to compliment Planner-in-Training Capps for being proactive and not reactive when it came to working on finding a solution for City Hall. Committee Member Galbraith would like to know the time that is being spent on various projects that Planner-in-Training Capps has been working on. Planner-in-Training Capps stated that her time on Historic Preservation has been minimal and a lot of times there be something that comes across her desk that can be taken care with little effort and right away. Committee Member Galbraith asked if we were missing stuff and how can a 60 hour a week job be performed in 40 hours and was wondering where the City was on annexation. Planner-in-Training Capps stated that she has been working on annexation with Land Solutions and was waiting for them to tell her

what she needs to do. Chairperson Wilcox commented that possibly the hours allocated for each position were more than needed. City Clerk Pearce wrote on the whiteboard how the Planner-in-Training wages are allocated. Director Gray commented that every week can be different, he used his position as an example his wages are only allocated for 19% to parks and maybe one week he has nothing going on with parks, but another week parks may be his main concentration. Chairperson Wilcox stated that the initial 6-month trial period was because the committee was wanting to make sure the work really meshes into a 40-hour work week. Director Gray commented that the workload was being handled very well. Committee Member Galbraith expressed concern that the two important items weren't being handled as they should be: annexation and grants. Mayor Hollowell commented that Land Solutions was making sure the process for annexation was done correctly, and Planner-in-Training Capps acts as a liaison in the grant writing process. Committee Member Galbraith wanted to know if Planner-in-Training Capps was up to speed on getting certified for her planning responsibilities. Chairperson Wilcox commented that the training is probably completed in stages and will take time.

Chairperson Wilcox stated that the trial period would end on September 5, 2019 and thought the committee should decide if the trial period should end with Planner-in-Training continuing the additional duties, or not continuing with the additional duties, or continue on with the trial period for an additional six months.

***Committee Member Uden moved to continue the trial period for another six months, seconded by Committee Member Galbraith.*

Committee Member Uden commented that this would give additional time to show how that person is dealing with the hours, it would allow for the acquiring of one year of education. It would also give the committee time to look at staffing needs. The committee decided on two-month reviews. Committee Uden suggested that if the committee had questions about how a person was doing they should trust in the department heads and it behooved the committee to listen. Committee Member Lott stated that usually after a preliminary 6-month trial period that when an employee assumes additional duties there is usually some additional compensation. He suggested reviewing the job descriptions and a financial evaluation on salary concerns. Committee Member Uden stated that any overtime would be a red flag. The committee will be looking at staffing, financial information, and seeing if any duties are being shorted or was there too much time allocated to each position. HR Officer Wilkins commented that there is currently not a position description for a Planner I so position descriptions need to be worked on so that they progress from one to the next.

On roll call vote the motion passed unanimously 4-0.

4. Other

None

5. Next Meeting: November

6. Adjournment

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

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,



Committee Chairperson Kathy Wilcox



Recorder Linda Wilkins