

Human Resources Committee
October 15, 2019

The **Human Resources Committee** met Tuesday, October 15, 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, and Human Resources Officer/Recorder Linda Wilkins.

Committee Member Kathy Wilcox called the meeting to order.

1. Request of Citizens

None.

2. Review, approve Revised Job Descriptions:

a. Deputy City Attorney

Officer Wilkins stated that City Attorney Rice had reviewed and approved the position description.

***Committee Member Uden moved to recommend that the position description be approved as presented and moved onto City Council, seconded by Committee Member Lott. The motion passed unanimously 4-0.*

b. Librarian-Archivist

Officer Wilkins stated that Director Woods could not be present due to a conflict in schedule; however, she had reviewed and approved the position description.

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

***Committee Member Galbraith moved to recommend that the position description be approved as presented and moved onto City Council, seconded by Committee Member Lott. The motion passed unanimously 4-0.*

3. Review and Recommend

a. Personnel Policy – Travel

Clerk Pearce stated there were minor changes to the policy associated with state policy. Council Member Lott stated that the page numbering should be corrected.

***Committee Member Galbraith moved to recommend that the Travel policy be approved as amended and moved onto City Council, seconded by Committee Member Uden. The motion passed unanimously 4-0.*

4. Other

None

5. Next Meeting:

Chairperson Wilcox scheduled a meeting November 19 at 5:30 p.m. to follow-up with Planner-in-Training Capps on how things were progressing with her performing her normal duties and the Urban Renewal Director duties.

6. Adjournment

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

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,


Committee Chairperson Kathy Wilcox


Recorder Linda Wilkins