

**Human Resources Committee**  
**January 23, 2020**

The **Human Resources Committee** met Thursday, January 23, 2020, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Dwayne Andrews and Rick Huber. Committee Member R. Curtis Reese was excused. Also present was Human Resources Officer/Recorder Linda Wilkins.

Committee Member Kathy Wilcox called the meeting to order.

1. Election of Chair

*\*\*Committee Member Huber moved to nominate Kathy Wilcox, seconded by Committee Member Andrews. Committee Member Wilcox abstained from voting. On roll call vote, the motion passed 2-0.*

2. Request of Citizens

None

3. Review and Approve Job Description

a. Youth Services Librarian

Officer Wilkins stated that Library Director Sonja Woods had reviewed and approved the position description.

*\*\*Committee Member Andrews moved to approve the position description as presented, seconded by Committee Member Huber. On roll call vote, the motion passed unanimously 3-0.*

4. Review, Recommend Revisions to Alcohol and Drug Policy and Procedure

Officer Wilkins commented to the committee that after further review of the Alcohol and Drug Policy and Procedure that more revisions were necessary and the policy and procedure should be reviewed by legal counsel.

*\*\*Committee Member Wilcox moved to postpone, seconded by Committee Member Huber. The motion passed unanimously 3-0.*

4. Other

The committee laid out an agenda of items for discussion over the next three months:

1. Consideration of a Personal Day for employees not covered under a collective bargaining agreement – March
2. Requests for salary increases per the Miles City Personnel Policy and Procedure Manual. An e-mail will be sent out by the HR Officer reminding staff not covered under collective bargaining unit to have any requests to the Committee by the 2<sup>nd</sup> Thursday in March so they can be reviewed prior to the Human Resource Committee meeting.
3. Policy revisions to recruitment and selection policy regarding changes to background checks for firefighters, photo ID's and policies contained in Section 6 of the policy manual. – February
4. Position Descriptions ongoing.
5. Union Contracts renew again this year

Meetings were scheduled as follows:

February 20<sup>th</sup>, 5:30 p.m.  
March 19<sup>th</sup>, 5:30 p.m.  
April 23<sup>rd</sup>, 5:30 p.m.

5. Adjournment

*\*\*Committee Member Andrews moved to adjourn, seconded by Committee Member Huber. The motion passed unanimously 3-0.*

The meeting was adjourned at 5:59 p.m.

Respectfully submitted,

  
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Committee Chairperson Kathy Wilcox

  
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Recorder Linda Wilkins