

**Human Resources Committee**  
**February 20, 2020**

The **Human Resources Committee** met Thursday, February 20, 2020, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Dwayne Andrews, R. Curtis Reese and Rick Huber. Also present was Human Resources Officer/Recorder Linda Wilkins.

Committee Member Kathy Wilcox called the meeting to order.

1. Requests of Citizens

None

2. Review, Revise, Recommend Revisions:

A. Personnel Policy – Recruitment and Selection

Officer Wilkins reviewed changes to the Recruitment and Selection Personnel Policy, revisions included minor changes for typing errors and changing the Background Check section for firefighters hired by the City to comply with State Fire Marshal fingerprinting requirements.

*\*\*Committee Member Andrews moved to approve and recommend to Council the changes as suggested, seconded by Committee Member Reese. On roll call vote, the motion passed unanimously 4-0.*

B. Personnel Policy – Photo ID requirements

Officer Wilkins explained to the committee why this policy was developed; the Department of Justice audited the Dispatch Center and one of the audit findings was the lack of proper photo identification. There have been requests by the fire and police departments for updated photo identifications. When the subject was discussed with Directors Gray and Speelmon they also saw a need for their departments to have proper photo identification. Photo identification equipment has been purchased, and a policy for the City was developed for the handling of photo identification. Photo identification would provide for the safety of the public in knowing who they are dealing with is in fact is a City employee. The committee discussed who should wear a photo identification and it was decided that all employees should wear the identification. The committee discussed the policy as presented, the following changes were made: Page 1, paragraph 5 ...middle initial and last ~~name~~ initial; Page 2, paragraph 4 add after ...POLICY: If City employee will be in direct contact in a non-emergency situation ID will be visually displayed. Page paragraph 5 deleted.

*\*\*Committee Member Andrews moved to approve and recommend to Council the changes as suggested, seconded by Committee Member Huber. On roll call vote, the motion passed unanimously 4-0.*

3. Discuss: Dept Heads' request for an additional personal day as PTO

The committee discussed the cost of an additional day off for administrative staff. They decided to gather financial information and address in a month.

*\*\*Committee Member Andrews moved to postpone, seconded by Committee Member Reese. The motion passed unanimously 4-0.*

4. Other

Committee Member Andrews asked what happened to the Engineer Position Description draft. The committee decided to put the position description on a future agenda for discussion.

5. Adjournment

*\*\*Committee Member Andrews moved to adjourn, seconded by Committee Member Huber. The motion passed unanimously 4-0.*

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

  
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Chairperson Kathy Wilcox

  
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Recorder Linda Wilkins