

**Human Resources Committee**  
**July 21, 2020**

The **Human Resources Committee** met Tuesday, July 21, 2020, at 4:15 p.m. via Zoom Conferencing. Present were Committee Members Kathy Wilcox, Dwayne Andrews, and Rick Huber. Excused was R. Curtis Reese. Also present were: PW Director Scott Gray, PU Director Tom Speelmon, City Clerk Lorrie Pearce, City Court Clerk Gail Krezelak, Police Chief Doug Colombik, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Requests of Citizens

None

2. Committee Member Comments

None

3. Review/Recommend Job Descriptions:

A. City Court Clerk

The position description was reviewed and no changes were needed.

*\*\*Committee Member Huber moved to approve the City Court Clerk job description language, seconded by Committee Member Andrews. The motion passed unanimously, 3-0.*

4. Wage Increase Requests for FY 20-21

Some of the concerns expressed during the meeting by director's were: wages not keeping up with the cost of living, wages not being in line with wages for similar positions in other municipalities and that a solution needed to be addressed so directors were justly compensated for the responsibilities they bear. The committee agreed that action should be taken on ensuring that wages for directors were being addressed. It was suggested developing a policy and procedure for implementing wage increases for department heads and administrative staff that would provide a long-term approach for granting wage increases to persons occupying these positions. Over the next few months the Human Resources Committee will taking on the task of developing these policies and procedures. The Committee also agreed that a 2% cost of living increase should be given to department heads with supervisory responsibilities for fiscal year 20/21.

*\*\*Committee Member Andrews moved the HR Committee recommend a 2% costing of living increase for department heads that have supervision, depending on the Finance Committee's approval that the money is available to fund the recommendation, seconded by Committee Member Andrews. The motion passed unanimously, 3-0.*

5. Other

None

6. Next Meeting: August 18, 2020 at 4:15 p.m.

7. Adjournment

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

The meeting was adjourned at 5:14 p.m.

Respectfully submitted,

  
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Chairperson Kathy Wilcox

  
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Recorder Linda Wilkins