

Human Resources Committee
September 17, 2020

The **Human Resources Committee** met Thursday, September 17, 2020, at 4:15 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, R. Curtis Reese, and Rick Huber. Excused was Dwayne Andrews. Also present were: PW Director Scott Gray, City Planner/UR/HP Officer Ally Capps, Police Chief Doug Colombik, Library Director Sonja Woods 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. FY 20-21 Wage Increase Requests; Consider and recommend Chief Colombik, Clerk Pearce, Director Gray:

Chairperson Wilcox stated that Clerk Pearce had withdrawn her wage increase request. The committee went on to consider the material provided for Chief Colombik's wage increase.

*** Committee Member Reese moved that based on the material supplied that Chief Colombik was qualified to receive a wage increase and the request be recommended to the Finance Committee, seconded by Committee Member Huber. The motion passed unanimously, 3-0.*

The committee went on to consider the material provide for Director Gray's wage increase.

*** Committee Member Huber moved that based on the material supplied that Director Gray was qualified to receive a wage increase and the request be recommended to the Finance Committee, seconded by Committee Member Reese. The motion passed unanimously, 3-0.*

4. Review/revise Resolution 4072 as needed to clarify: Wage Increase Requests

The committee reviewed and made the following revisions to the Personnel Policy entitled "Wage Increase Requests": Under procedure delete Item 1. "When an employee is represented by a union and believes a substantial change in duties, certifications/formal education, accountabilities or expected outcomes justifies a wage increase which is separate and distinct from the City's annual longevity increase, the employee shall contact his/her union representative and follow the procedures of the union to make his/her request." Renumber items 2 – 5. Item 4 insert new bullet to read as follows "All documentation must be submitted to the Human Resources Officer by May 1;"

*** Committee Member Reese moved that the approved revisions be recommended to the City Council, seconded by Committee Member Huber. The motion passed unanimously, 3-0.*

5. Next Meeting: October 1 at 4:15 p.m.
 - a. Distribute draft 2018-18 Wage Matrix showing Step Increases over 10-year period
 - b. Request HR align and standardize 2014 Non-Union Position Appraisals policy & form with 2017 Position Description format (Resolution 4071)

6. Adjournment

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

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins