

HUMAN RESOURCE COMMITTEE MEETING AGENDA

DATE: November 1, 2022

TIME: 5:00 pm

PLACE: City Hall & ZOOM

1. Requests of Citizens
2. Staff Member Comments
3. Committee Member Comments
4. Review, revise, recommend: draft HR Policy requiring certain City Staff to attend City Council meetings in-person and provide monthly reports.
5. Review, revise, recommend to Full Council- Position Description: FT Administrative Assistant – duties related to assisting the Planner and the Finance/HR Office.
6. Review, revise and approve: FY 2023 mandatory Continuing Education needs and sources of training for Dept Heads and City staff.
7. Schedule next meeting
8. Adjournment

Public comment on any public matter that is not on the agenda of this meeting can be presented under “Request of Citizens” provided it is within the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.