

Human Resources Committee
October 18, 2022

The **Human Resources Committee** met Tuesday, October 18, 2022 at 5:00 p.m. at City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, and Rick Huber Dwayne Andrews was absent. Also present were: Dispatch Supervisor Lyne Anderson, Dispatch Amber Davidson, Fire Chief Branden Stevens, Police Chief Doug Colombik, Mayor John Hollowell, Public Utilities Director Tom Speelmon and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens
None

2. Staff Comments

Chief Stevens reported the department is working a community health staffing grant for six employees, 5 FTE's and 2 PTE's this grant will end in May 2024. Ten percent of the grant may be used toward vehicle expenditures.

Supervisor Anderson reported that dispatch will no longer be dispatching for Glendive.

3. Committee Member Comments
None

4. Review, approved, recommend to Full Council: approved PT – Grant Writer position and draft Contract

***Councilperson Broell moved to recommend to Council the draft Grant Writer contract with any revisions by City Attorney Rice, seconded by Councilperson Huber. Motion passed 3-0.*

5. Review, revise, recommend to Full Council Position Description: FT Administrative Assistant – duties related to assisting the Planner and the Finance/HR Office.

***Councilperson Broell moved to recommend to Council as read by title only, seconded by Councilperson Huber.*

Revisions were made to the draft position description and two separate Administrative Assistant position descriptions, each a part-time position, for Planning and Finance/HR Office.

***Councilperson Broell amended the motion to make recommended revisions to position descriptions and bring back to the Human Resource Committee for review, seconded by Councilperson Huber. Amended motion passed 3-0.*

6. Review, revise and approved: FY2023 mandatory Continuing Education needs and sources of training for Dept Heads and City Staff

***Councilperson Broell moved to postpone, seconded by Councilperson Huber. Motion passed 3-0.*

7. Schedule next meeting

Next Meeting: Tuesday, November 1, 2022: 5:00 p.m.

8. Adjournment

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

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins