

Human Resources Committee
December 1, 2022

The **Human Resources Committee** met Thursday, December 1, 2022 at 5:00 p.m. at City Hall Conference Room. Present were Committee Members Kathy Wilcox, Dwayne Andrews, Stacy Broell and Rick Huber. Also present were: Fire Chief Branden Stevens, Deputy City Clerk Jody Kinsey, Mayor John Hollowell, Floodplain Administrator Samantha Malenovsky, Dispatch Supervisor Lyne Anderson, and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Request of Citizens
None
2. Staff Comments
None.
3. Committee Member Comments
None
4. Review, revise, recommend: revised HR Policy requiring certain City Staff to attend City Council meetings in-person and provide monthly reports and reporting format (draft form).

Added items g & h to item 3 and Note at the end of policy reading:

- a. Performance improvement measures primarily selected by the Officer.
- b. A generic form is available for use, but not required to be used

NOTE: "The information contained in this report is for City performance improvement activities only. It is NOT to be used for disciplinary or punitive purposes."

***Councilperson Broell moved to recommend to approve policy with added revisions, seconded by Councilperson Andrews. On role call the motion passed 4-0.*

5. Review, revise, recommend to Full Council- average weekly hours (FTEE) and starting wages: PT Administrative Assistant, Planner Assistant, Historic Preservation/Urban Development, TIF District and Finance/HR Office Assistant.

***Councilperson Broell moved to recommended to Council assigning administrative assistant planner duties to the Floodplain Administrator's responsibilities with a \$1.50/hour increase in wage for additional duties, seconded by Councilperson Andrews. Motion passed 4-0.*

***Councilperson Broell moved to recommend to finance committee a .5 administrative assistant for Urban Renewal and Historic Preservation at \$14.50/hour, seconded by Councilperson Andrews. Motion passed 4-0.*

6. Discuss Wage Discrimination.

***Councilperson Andrews moved to postpone, seconded by Councilperson Huber. Motion passed 4-0.*

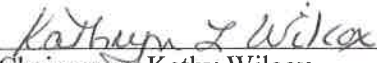
7. Schedule next meeting

8. Adjournment

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

The meeting was adjourned at 6:08 p.m.

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins