

Human Resources Committee
January 5, 2023

The **Human Resources Committee** met Thursday, January 5, 2023 at 5:00 p.m. at City Hall Conference Room. Present were Committee Members Kathy Wilcox, Dwayne Andrews, Ken Gardner and Rick Huber. Also present were: Fire Chief Branden Stevens, Mayor John Hollowell, Councilperson Mathew Regan, Councilperson Chris Grenz, 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

Supervisor Anderson informed the committee the 911 Board will be meeting January 18 at the Custer County EOC.

3. Committee Member Comments
None

4. Discuss Planning Assistant position
 - a. Potential new concept- job share position w/ County- Butch Grenz
 - b. Re-visit Position Description, clarify specific duties
 - c. Desk audit: collect objective data to verify work time required for duties

The committee discussed the benefits of having a combined City/County Planner and will continue to work on developing an appropriate position in the best interest of the City.

5. Select measures to verify implementation, City Officer monthly reports

Chairperson Wilcox suggested some of the things to watch would be attendance and information reported on

6. Review, revise, recommend to Full Council- average weekly hours (FTEE) and starting wages: PT Administrative Assistant

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

7. Schedule next meeting

8. Adjournment

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

The meeting was adjourned at 6:06 p.m.

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins