

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –January 24, 2022
(In person/virtual meeting)**

MEMBERS PRESENT: Ruth Ludwig, Jack Sweeney, Jenny Van Sickle, Brent Fennessey (virtual)

OTHERS PRESENT: Debbie Bergstrom, Linda Cadotte, Candy Ferfon, Scott Gordon, Cammi Janigo (virtual) Shelley Nelson, Coral Noonan, Suzi Olson, Mayor Paine, Ashley Puetz, Becky Scherf, Cam Vollbrecht (virtual) Deb Williams, Bob Zimmerman (virtual)

The HRC meeting was called to order at 4:30 pm.

1) Approve the December 20, 2021 HRC Meeting Minutes

Motion by Sweeney, seconded by Van Sickle, to approve the December 20, 2021 HRC Meeting Minutes.

APPROVED

2) Approve request to reinstate and fill the Assistant Fire Chief Position and subsequent vacancies (*held from 12-20-21 meeting*).

Motion by Ludwig, seconded by Van Sickle, to postpone discussion until the March 2022 HRC Meeting.

APPROVED

3) Approve IAFF Local #74 Contract 2022-2023

Motion by Van Sickle, seconded by Sweeney to approve IAFF Local #74 Contract 2022-2023.

APPROVED

4) Approve request to increase the Recreation Program Monitor wage and allow option to hire 16 and 17 year olds to partner up at a site if no adult is available.

Motion by Van Sickle, seconded by Sweeney to approve the request to increase the Recreation Program Monitor wage and allow option to hire 16 and 17 year olds to partner up at a site if no adult is available.

APPROVED

5) Approve request to replace former full-time Payroll Technician position with a regular part-time Payroll Technician (.5 FTE) and hire current temporary employee into position.

Motion by Sweeney, seconded by Van Sickle to approve the request to replace the former full-time Payroll Technician position with a regular part-time Payroll Technician (.5FTE) and to hire the current temporary employee into the position.

APPROVED

Motion by Ludwig, seconded by Van Sickle to amend the request to replace former full-time Payroll Technician position with a regular part-time Payroll Technician (.5FTE) and hire the current temporary employee in position to give credit for her temporary service and to perform 2 month evaluation as soon as possible and honor 6 month evaluation date when it comes due.

APPROVED

Opposed: Jack Sweeney

**6) Approve updated Job Description:
A) Payroll Technician**

Motion by Van Sickle, seconded by Sweeney to approve the updated Payroll Technician Job Description.

APPROVED

7) Approve request to fill position:

A) ESD Water Resources Specialist & subsequent vacancies if filled in-house.

Motion by Van Sickle, seconded by Sweeney to approve the request to fill the ESD Water Resources Specialist & subsequent vacancies if filled in house.

APPROVED

8) Make correction to Non-Union Salary and Benefit Handbook: Section 14 – Holidays, to update total annual holiday hours from 80 to 88 for Landfill employees.

Motion by Van Sickle, seconded by Sweeney to make the correction to Non-Union Salary and Benefit Handbook: Section 14 – Holidays, to update total annual holiday hours from 80 to 88 for Landfill employees.

APPROVED

9) Receive and File:

A) Monthly Personnel Report for December 2021

B) Library Board approved changes

The committee received and filed the Monthly Personnel Report for December 2021 & the Library Board approved changes.

10) Human Resources Updates

No action required.

The meeting adjourned at 5:51 p.m.