

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES –April 18, 2022  
(In person/virtual meeting)**

**MEMBERS PRESENT:** Ruth Ludwig, Jenny Van Sickle

**OTHERS PRESENT:** Debbie Bergstrom, Charlee Edwards, Austin Elliot, John Freer, Cammi Janigo, John Kiel, Tom LeSage, Marc Letendre, Shelley Nelson, Suzi Olson, Mayor Paine, John Prendergast, Ashley Puetz, Steve Roberts, Dan Sertich, Jon Shamla, John Webber

Jack Sweeney was absent.

The HRC meeting was called to order at 5:01 pm.

**1) Approve the March 21, 2022 HRC Meeting Minutes.**

Motion by Van Sickle, seconded by Ludwig, to approve the March 21, 2022 HRC Meeting Minutes.

APPROVED

**2) Request to increase the ESD Asset Management Specialist hours from 37.5 hours per week to 40 hours per week to offset not filling the recently vacated ESD Asset Management and Financial Analysis Coordinator position.**

Motion by Ludwig, seconded by Van Sickle, to approve the request to increase the ESD Asset Management Specialist hours from 37.5 hours per week to 40 hours per week to offset not filling the recently vacated ESD Asset Management and Financial Analysis Coordinator position, and to check back with HRC in 6 months to report how things are going without filling the Coordinator position.

APPROVED

**3) Request to change the Payroll Technician position back to full-time and appoint current part-time Payroll Technician to the position.**

Motion by Ludwig, seconded by Van Sickle, to approve the request to change the Payroll Technician position back to full-time and appoint the current part-time Payroll Technician to the position.

APPROVED

**4) Request to adopt a temporary policy to provide paid Administrative Leave to employees required to quarantine due to a positive COVID test.**

Administrative Leave is paid time off.

A documented COVID test will be a test result from a medical provider or COVID testing site, it will not include at-home tests.

Five days is five calendar days. Day 1 is the first full day after symptoms developed or the test specimen was collected.

Unpaid time off can only be taken if no other paid time off is available.

Policy effective date will be after Council approval.

Motion by Van Sickle, seconded by Ludwig, to approve the request to adopt a temporary policy to provide paid Administrative Leave to employees required to quarantine due to a positive COVID test, but to hold recommendation #4 until the May HRC meeting for further discussion. APPROVED

**5) Employee request for extension of one-year leave of absence (*refer to closed session*).**

Motion by Ludwig, seconded by Van Sickle, to move into closed session at 6:18 pm. APPROVED

Motion by Van Sickle, seconded by Ludwig, to move back into open session at 6:38 pm. APPROVED

Motion by Ludwig, seconded by Van Sickle, to approve a 3-month extension of Marc Letendre's one-year leave of absence, to expire September 21<sup>st</sup>, 2022. APPROVED

**6) Discussion about Cost of Living Adjustments (COLA) and possible creation of a policy to define how annual wage increases for non-union employees are determined.**

**7) Discussion about what comparable entities are in our market.**

Motion by Van Sickle, seconded by Ludwig, to hold agenda items 6 & 7 until the May HRC meeting.

APPROVED

**8) Receive and File:**

**A) Monthly Personnel Report for March 2022**

The committee received and filed the Monthly Personnel Report for March 2022.

**9) Human Resources Updates**

No action required.

The meeting adjourned at 6:45 pm.