

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES –June 20, 2022  
(In person/virtual meeting)**

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

**OTHERS PRESENT:** Russ Behlings, Cammi Janigo, William Lear, Darianne McNamara, Shelley Nelson, Mayor Paine, Deb Williams

The HRC meeting was called to order at 5:00 pm.

**1) Election of Committee Chair and Vice-Chair**

Motion by Sweeney, seconded by Van Sickle, to elect Ludwig as HRC Chairperson. APPROVED

Motion by Sweeney, seconded by Ludwig, to elect Van Sickle as HRC Vice-Chairperson. APPROVED

**2) Approve the May 16, 2022 HRC Meeting Minutes.**

Motion by Van Sickle, seconded by Sweeney to approve the May 16, 2022 HRC Minutes.

**3) Police Sergeant William Lear requesting same benefit considerations as WPPA union side letter agreement for Lateral Transfer Police Officers. (held in committee)**

Motion by Sweeney, seconded by Van Sickle to deny the request to grant Police Sergeant William Lear the same benefit considerations as WPPA union side letter agreement for Lateral Transfer Police Officers.

APPROVED

**4) Approve updated job descriptions:**

**A) Administrative Assistant – Police Department (held from 05-16-22 meeting).**

Motion by Sweeney, seconded by Van Sickle, to grant Chief Alexander's request to hold the request to approve the updated Administrative Assistant – Police Department job description until the July HRC meeting.

APPROVED

**B) Police Officer (remove age 55 limitation to conform to state age requirements).**

Motion by Sweeney, seconded by Van Sickle to approve the updated Police Officer job description (remove age 55 limitation to conform to state age requirements).

APPROVED

**C) Maintenance & Construction Worker**

Motion by Van Sickle, seconded by Sweeney, to approve the updated Maintenance & Construction Worker job description.

APPROVED

**5) Request to consider adoption of recommendation #4 under the COVID-19 Administrative Leave temporary policy: Employees that can document a past case of COVID-19 from June 1<sup>st</sup>, 2021 through May 3<sup>rd</sup>, 2022 and used PTO for a mandatory quarantine will be credited for up to 5 calendar days of that PTO. (held from 5-16-22 meeting)**

Motion by Sweeney, seconded by Van Sickle to approve Request to consider adoption of recommendation #4 under the COVID-19 Administrative Leave temporary policy: Employees that can document a past case of

COVID-19 from June 1<sup>st</sup>, 2021 through May 3<sup>rd</sup>, 2022 and used PTO for a mandatory quarantine will be credited for up to 5 calendar days of that PTO. *(held from 5-16-22 meeting)* 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. *(held from 5-16-22 meeting)***

Councilor Van Sickle did not participate in the discussion on COLA. HR Director Janigo will meet with Councilor Sweeney to put something together to bring back to HRC.

**7) Approve Revised Policy:**

**A) Employee Information Booklet – 9.14 *(update outdated information)***

Motion by Van Sickle, seconded by Sweeney to approved the Employee Information Booklet – 9.14 (update outdated information), and to add a social media bullet into the glossary that HR feels is pertinent.

APPROVED

**8) Request to Fill Position:**

**A) Finance Director and subsequent vacancies**

Motion by Sweeney, seconded by Van Sickle to approve the request to fill the Finance Director position and subsequent vacancies.

APPROVED

**9) Discussion on Remote Work**

The Mayor brought this topic for discussion and the next step would be to develop a policy on Remote Work and bring back to HRC.

**10) Receive and File:**

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

**B) Library Board Approved Changes**

The committee received and filed the Monthly Personnel Reports for May 2022 and Library Board Approved Changes.

**11) Human Resources Updates**

No action required.

The meeting adjourned at 6:35 p.m.