

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

MEMBERS PRESENT: Ruth Ludwig, Jack Sweeney, Jenny Van Sickle

OTHERS PRESENT: Nick Alexander, Beth Archer, Scott Gordon, Cammi Janigo, Shelley Nelson, Mayor Paine, Frog Prell, Deb Williams

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

1) Approve the June 20, 2022 HRC Meeting Minutes.

Motion by Sweeney, seconded by Ludwig, to approve the June 20th HRC Meeting Minutes. APPROVED

2) Approve updated job description:

A) Administrative Assistant – Police Department (*held from 6-20-22 meeting*)

Motion by Van Sickle, seconded by Sweeney to approve the updated Administrative Assistant – Police Department job description with suggested changes. APPROVED

B) Paralegal

Motion by Van Sickle, seconded by Sweeney to approve the Paralegal job description. APPROVED

3) Request to Fill Position:

A) Firefighter (*held from 3-21-22 meeting*)

Motion by Sweeney, seconded by Van Sickle to approve the request to fill the Firefighter position. APPROVED

B) Paralegal and subsequent vacancies

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

Motion by Van Sickle, seconded by Sweeney to suspend rules and hear items out of order. APPROVED

5) Discussion on Remote Work

Motion by Van Sickle, seconded by Sweeney to postpone the Discussion on Remote Work until the next HRC meeting. APPROVED

6) Receive and File:

A) Monthly Personnel Report for June 2022

The committee received and filed the Monthly Personnel Reports for June 2022.

7) Human Resources Updates

No action required.

Councilor Van Sickle was excused from the meeting at 5:50 pm.

4) 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.

The committee recommended developing a policy to bring to the next HRC meeting.

The meeting adjourned at 6:15 p.m.