

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –September 19th, 2022
(In person/virtual meeting)**

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

OTHERS PRESENT: Beth Archer, Nicholas Alexander (virtual), Nicholas Eastman, Jeff Harriman, Brad Jago, Cammi Janigo, Marc Letendre (virtual), Shelley Nelson, Deb Williams

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

1) Approve the August 15, 2022 HRC Meeting Minutes.

Motion by Sweeney, seconded by Van Sickle, to approve the August 15, 2022 HRC Meeting Minutes.

APPROVED

2) Approve request to fill positions:

A) Fire Chief and subsequent vacancies if filled in-house.

Motion by Sweeney, seconded by Van Sickle, to approve the request to fill the Fire Chief and subsequent vacancies if filled in-house.

APPROVED

3) Approve revised policies:

A) #13.01 – Leaves of Absence (*clarify current practice that paid time off runs concurrent with FMLA leave*)

Motion by Van Sickle, seconded by Sweeney, to approve #13.01 – Leaves of Absence (*clarify current practice that paid time off runs concurrent with FMLA leave*)

APPROVED

B) #16.01 – Disciplinary Actions (*change maximum suspension from 30 “working” days to 30 “calendar” days*)

Motion by Sweeney, seconded by Van Sickle, to approve #16.01 – Disciplinary Actions (*change maximum suspension from 30 “working” days to 30 “calendar” days*)

APPROVED

4) Discussion about Cost of Living Adjustments (COLA) and policy to define how annual wage increases for non-union employees are determined. (*held from 8-15-22 meeting*)

No action required.

5) Update on Telecommuting Policy requested by HRC to occur one year after approval. (*approved by Council, September 2021*)

No action required.

6) Receive and File:

A) Monthly Personnel Report for August 2022

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

7) Human Resources Updates

No action required.

Motion by Sweeney, seconded by Van Sickle, to move into Closed Session.

APPROVED

8) Employee request for an additional extension on leave of absence (*refer to closed session*)

Motion by Sweeney, seconded by Van Sickle, to move back into Open Session.

APPROVED

Motion by Van Sickle, seconded by Sweeney, to approve the employee's request for an additional extension of six months on his leave of absence, to be non-precedent setting.

APPROVED

Motion by Van Sickle, seconded by Sweeney, to move into Closed Session.

APPROVED

9) WPPA #27 Police Union Negotiations-2023 Wage Reopener (*refer to closed session*)

Motion by Van Sickle, seconded by Ludwig, to move back into Open Session.

APPROVED

No action required.

The meeting adjourned at 6:34 p.m.