

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES – May 20, 2019**

**MEMBERS PRESENT:** Tylor Elm, Ruth Ludwig, Jack Sweeney

**OTHERS PRESENT:** Debbie Bergstrom, Sue Heskin, Howard Huber, Todd Janigo, Cammi Koneczny, Pete Kruit, Jon Shamla

The meeting was called to order at 4:03 pm.

**1) Elect HRC Chair and Vice-Chair.**

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

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

**2) Approve 4/15/19 HRC meeting minutes.**

Motion by Sweeney, seconded by Elm, to approve the 4/15/19 HRC meeting minutes. APPROVED

**3) Approve IAFF Local #74 Side Letter Agreement: Article 26 - Convention Time.**

Motion by Elm, seconded by Sweeney, to approve the IAFF Local #74 Side Letter Agreement: Article 26-Convention Time. APPROVED

**4) Approve request to fill position:**

**A) Full-time Library Technician & subsequent vacancies if filled in-house.**

Motion by Elm, seconded by Ludwig, to approve the request to fill a full-time Library Technician position & subsequent vacancies if filled in-house. APPROVED

Sweeney opposed.

**5) Approve request to increase hours for 2 part-time Library Technicians.**

Motion by Elm, seconded by Ludwig, to approve the request to increase hours for 2 part-time Library Technicians. APPROVED

Sweeney opposed.

**6) Approve revised job descriptions:**

**A) Assistant Chief Building Inspector**

Motion by Elm, seconded by Sweeney, to approve the revised Assistant Chief Building Inspector job description. APPROVED

**B) Safety and Loss Prevention Coordinator**

Motion by Sweeney, seconded by Elm, to approve the revised Safety and Loss Prevention Coordinator job description. APPROVED

**7) Approve request to promote Certified Inspector III to Assistant Chief Building Inspector.**

Motion by Ludwig, seconded by Elm, to approve the request to promote a Certified Inspector III to an Assistant Chief Building Inspector.

APPROVED

**8) Approve revised policy:**

**A) Salary & Benefit Policy/Handbook, Section 16-Benefits for Other Than Regular Full-time Employees: (*add Library Pages for time off eligibility*).**

Motion by Elm, seconded by Sweeney, to approve the revised Salary & Benefit Policy/Handbook, Section 16-Benefits for Other Than Regular Full-time Employees.

APPROVED

**9) HRC's informational review of Handbook, Section 25.**

No action required.

**10) Receive and File:**

**A) Monthly Personnel Report for April 2019.**

Motion by Sweeney, seconded by Elm, to receive and file the Monthly Personnel Report for April 2019.

APPROVED

**11) Human Resources Department update.**

No action required.

The meeting was adjourned at 5: 11 pm.