

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES – August 19, 2019**

MEMBERS PRESENT: Tylor Elm, Ruth Ludwig, Jack Sweeney

OTHERS PRESENT: Nicholas Alexander, Debbie Bergstrom, Councilor Brent Fennessey, Cammi Koneczny, Chris Moe, Shelley Nelson, Councilor Craig Sutherland (via phone)

The meeting was called to order at 4:00 pm.

1) Approve July 15, 2019 HRC Meeting Minutes.

Motion by Elm, seconded by Sweeney, to approve the July 15, 2019 HRC meeting minutes. APPROVED

Motion by Sweeney, seconded by Elm, to move to agenda item #5. APPROVED

5) Employee Morale Survey Discussion

Motion by Elm, seconded by Sweeney, to have the Human Resources Director reach out to other governmental agencies for examples of employee morale surveys and action plans, and bring the information back to the next HRC meeting. APPROVED

2) Approve request to fill position:

A) ESD Wastewater Process Engineer & subsequent vacancies if filled in-house

Motion by Elm, seconded by Ludwig, to approve the request to fill the ESD Wastewater Process Engineer and subsequent vacancies if filled in-house. APPROVED

3) Request to reclassify the Detective Sergeant to Detective Lieutenant

Motion by Ludwig, seconded by Elm, to approve the request to reclassify the Detective Sergeant to Detective Lieutenant. APPROVED

4) Approve revised job descriptions:

A) Finance Director

Motion by Elm, seconded by Sweeney, to approve the revised Finance Director job description.

Motion by Sweeney, seconded by Elm, to amend the motion to obtain additional information on the Government Financial Manager (CGFM) and Certified Public Finance Officer (CPFO) certifications, and bring the job description back to the next HRC meeting. APPROVED

B) Fire Chief

Motion by Elm, seconded by Sweeney, to approve the revised Fire Chief job description. APPROVED

C) Police Lieutenant

Motion by Elm, seconded by Ludwig, to approve the revised Police Lieutenant job description with recommended changes. APPROVED

6) Receive and File:

A) Monthly Personnel Report for July 2019

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

APPROVED

7) Human Resources Updates.

No action required

The meeting adjourned at 5:17 pm.