

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES – November 18, 2019**

MEMBERS PRESENT: Tylor Elm, Ruth Ludwig, Jack Sweeney

OTHERS PRESENT: Erin Abramson, Debbie Bergstrom, Cammi Koneczny, Jon Shamla

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

1) Approve October 21, 2019 HRC Meeting Minutes.

Motion by Elm, seconded by Sweeney, to approve the October 21, 2019 HRC Meeting Minutes. APPROVED

2) Approve WPPA Local #27 Police - 2020 Wage Reopener (2% wage increase effective 1/1/20 contingent on the Union vote to pass)

Motion by Elm, seconded by Sweeney, to approve the WPPA Local #27 Police - 2020 Wage Reopener (2% wage increase effective 1/1/20 contingent on the Union vote to pass). APPROVED

3) Request approval for 2% wage increase for Non-Union wage plans effective 1/1/20.

Motion by Elm, seconded by Sweeney, to approve the request for 2% wage increase for Non-Union wage plans effective 1/1/20. APPROVED

4) Approve request to reclassify ESD Civil Engineering Tech II to Civil Engineering Tech III

Motion by Elm, seconded by Sweeney, to approve the request to reclassify an ESD Civil Engineering Tech II to Civil Engineering Tech III. APPROVED

5) Approve revised job descriptions:

A) Hazard Materials Equipment Manager (*Fire Specialist Assignment*)

Motion by Elm, seconded by Sweeney, to approve the revised Hazard Materials Equipment Manager (Fire Specialist Assignment) job description. APPROVED

B) Hazard Materials IT/EHS Manager (*Fire Specialist Assignment*)

Motion by Elm, seconded by Sweeney, to approve the revised Hazard Materials IT/EHS Manager (Fire Specialist Assignment) job description. APPROVED

6) Request to fill positions:

A) Light Equipment Operator – Street Division & Subsequent Vacancies

Motion by Elm, seconded by Sweeney, to approve the request to fill a Light Equipment Operator-Street Division & subsequent vacancies. APPROVED

7) Approve revised policy:

A) Salary & Benefit Policy/Handbook, Section 23- Benefits for Non-Union Employees Transferring from an Appendix C Position to an Appendix A or B Position & Benefits for Police or Fire Union Employees transferring to a Non-Union Position (*change to allow employees the option to use earned sick leave during their 12 month promotional probationary period*).

Motion by Elm, seconded by Sweeney, to approve the revised Salary & Benefit Policy/Handbook, Section 23- Benefits for Non-Union Employees Transferring from an Appendix C Position to an Appendix A or B Position & Benefits for Police or Fire Union Employees transferring to a Non-Union Position (*change to allow employees the option to use earned sick leave during their 12 month promotional probationary period*).

APPROVED

8) Receive and File:

A) Monthly Personnel Report for October 2019

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

APPROVED

9) Human Resources Updates.

No action required.

The meeting adjourned at 4:40 pm.