

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES –March 16, 2020**

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

**OTHERS PRESENT:** Debbie Bergstrom, Russ Behlings, Linda Cadotte, Todd Janigo,  
Cammi Koneczny, Shelley Nelson, Mayor Paine, Dan Shea, Brad Theien

The HRC meeting was called to order at 4:02 pm.

**1) Approve February 17, 2020 HRC Meeting Minutes.**

Motion by Elm, seconded by Sweeney, to approve the February 17, 2020 HRC Meeting Minutes. APPROVED

**2) Approve revised/new job descriptions:**

**A) Rescue Coordinator (Fire Department Specialist Assignment)**

Motion by Elm, seconded Sweeney, to approve the Rescue Coordinator (Fire Department Specialist Assignment) job description. APPROVED

**B) Director of Parks, Recreation & Forestry**

Motion by Sweeney, seconded by Elm, to hold the revised Director of Parks, Recreation & Forestry job description in committee and bring it back with an organizational chart, and information on how moving the Parks, Recreation & Forestry department under Public Works will create efficiencies, and what the priorities will be. APPROVED

**3) Approve Restructuring the Information Services Department:**

**A) Retitle the Information Services Department to Information Technology (IT) Department**

Motion by Elm, seconded by Sweeney, to approve retitling the Information Services Department to Information Technology (IT) Department. APPROVED

**B) Make the IT department its own department and have Director report to the Mayor**

Motion by Sweeney, seconded by Elm, to approve making the IT Department its own department and have the Director report to the Mayor. APPROVED

**C) Move Geographical Information System (GIS) positions to be in the IT Department**

Motion by Elm, seconded by Sweeney, to approve moving the Geographical Information System (GIS) positions to be in the IT Department. APPROVED

**D) Move Environmental Services Division (ESD) Information Services System Analyst position under the IT Director**

Motion by Elm, seconded by Sweeney, to approve moving the Environmental Services Division (ESD) Information Services System Analyst position under the IT Director. APPROVED

**E) Revise job descriptions:**

**1) Information Technology Director**

Motion by Elm, seconded by Sweeney, to approve the revised Information Technology Director job description.  
APPROVED

**2) Information Technology Technician**

Motion by Elm, seconded by Sweeney, to approve the revised Information Technology Technician job description.  
APPROVED

**3) Geographical Information System Coordinator**

Motion by Elm, seconded by Sweeney, to approve the revised Geographical Information System Coordinator job description.  
APPROVED

**4) Information Technology System Analyst**

Motion by Elm, seconded by Sweeney, to approve the revised Information Technology System Analyst job description.  
APPROVED

**5) Assessor**

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

**4) Approve creating a full-time Human Resources Administrative Assistant position at pay grade F.**

Motion by Elm, seconded by Sweeney, to approve creating a full-time Human Resources Administrative Assistant position at pay grade F.  
APPROVED

**A) Revise job descriptions:**

**1) Human Resources Administrative Assistant**

Motion by Elm, seconded by Sweeney, to approve the Human Resources Administrative Assistant job description.  
APPROVED

**2) Human Resources Specialist**

Motion by Elm, seconded by Sweeney, to approve the revised Human Resources Specialist job description.

Motion by Elm, seconded by Sweeney, to approve the revised Human Resources Specialist job description, contingent on that we bring in an outside consultant to review the 3 job descriptions and our operations of the Human Resources Department.  
APPROVED

**3) Human Resources Director**

Motion by Elm, seconded by Sweeney, to approve the Human Resources Director job description.

APPROVED

**5) Request to fill position:  
A) Part-time Library Technician**

Motion by Sweeney, seconded by Elm, to approve the request to fill a Part-time Library Technician position.

APPROVED

**6) Approve revised policy:  
A) Evacuation Procedures – Wastewater Treatment Plant #20.16.B.3**

Motion by Elm, seconded by Sweeney, to approve the revised Evacuation Procedures-Wastewater Treatment Plant Policy #20.16.B.3.

APPROVED

**B) Acute Respiratory Illness (Infectious Disease) Emergency #20.25 (new)**

Motion by Elm, seconded by Sweeney, to approve the new Acute Respiratory Illness (Infectious Disease) Emergency Policy #20.25.

APPROVED

**7) Discuss RW Group's recommendation for the Parks & Recreation Programs and Events Coordinator (Recommendation #25).**

Motion by Sweeney, seconded by Elm, to table this item and bring it back with recommendations for: combining the Parks, Recreation & Forestry and the Public Works department; the Administrative Assistant position; and the Parks & Recreation Programs and Events Coordinator position.

APPROVED

**8) Receive and File:  
A) Monthly Personnel Report for February 2020**

Motion by Elm, seconded by Sweeney, to receive and file the Monthly Personnel Report for February 2020.

APPROVED

**9) Human Resources Updates.**

No action required.

The meeting adjourned at 6:05 p.m.