

**HUMAN RESOURCES COMMITTEE MINUTES
MEETING MAY 20, 2013**

MEMBERS PRESENT: Bob Browne, Bob Finsland, Denise McDonald, Mike Herrick

OTHERS PRESENT: Debbie Bergstrom, Cammi Koneczny, Charles LaGesse

The meeting was called to order at 4:00 p.m.

1) Election of HRC Chair and Co-Chair.

Motion by Browne, seconded by McDonald, to elect Finsland HRC Chair Person. APPROVED

Motion by Browne, seconded by Finsland, to elect McDonald as HRC Co-Chair Person. APPROVED

2) Local #27 Side Letter Agreement: Temporary 12 hour patrol schedule.

LaGesse explained that due to light duty assignments and recent vacancies, there has been an increase in overtime. Sometimes it is voluntary, other times it is forced overtime. He met and discussed the issue with Union employees and they were agreeable to temporary 12 hour shifts for the summer months. He said that the City of Duluth Police Department and the Douglas County Sheriff's Department use similar schedules. It makes the most sense and is the most economical. LaGesse added that the Union contract allows the Chief to change schedules for up to 90 days.

Motion by Browne, seconded by McDonald, to approve the Local #27 Side Letter Agreement: Temporary 12 Hour Patrol Schedule. APPROVED

3) Request to Fill Positions:

a) 3 Medium Equipment Operators—Street Division & Subsequent Vacancies.

Koneczny said that there are 3 vacancies in addition to an existing vacancy previously approved to fill by HRC. The Street Division will be supplementing the vacancies with Seasonal employees until the vacancies are filled. A recent recruitment of Medium Equipment Operators just closed, with only 24 complete applications received.

Motion by McDonald, seconded by Browne, to approve the request to fill 3 Medium Equipment Operator positions and subsequent vacancies. APPROVED

4) Human Resource Policies Revised:

a) Human Resources Policy Manual #01.01

b) Human Resources Information #01.03

(language updated in policies to define accessibility to these policies)

Koneczny explained that these policies were updated to bring them up to the current process of where employees can access the policies.

Motion by Browne, seconded by McDonald, to approve the revised Human Resources Policies #01.01 and #01.03. APPROVED

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- 5) **Receive and file:**
 - a) **Monthly Personnel Report for April 2013.**

Motion by McDonald, seconded by Browne, to received and file the Monthly Personnel Report for April 2013. APPROVED

Motion by McDonald, seconded by Browne, to adjourn at 4:16 p.m. UNANIMOUSLY APPROVED