

REPORT OF THE HUMAN RESOURCES COMMITTEE

Todd Ferkey

Scott Kellogg

Thaddeus Kubisiak

Date of Meeting: August 8, 2017

Report #1

Reported to Council: August 15, 2017

The Human Resources Committee met at 4:00 p.m. on Tuesday, August 8, 2017, in the Third Floor Conference Room at City Hall. Alderpersons Ferkey, Kellogg, and Kubisiak were present. Also present were: Jacob Bertagnoli from Wisconsin Rapids Public Schools, Debbie Nash, Sue Schill, and Mayor Vruwink.

1) Call to order.

The meeting was called to order at 4:02 p.m. by Chairman Todd Ferkey.

2) Update on vacant Human Resources Director position.

Sue Schill and Mayor Vruwink provided information regarding filling the vacant Human Resources Director position. The position will be advertised.

3) Consider changes to the Human Resources Director job description.

A motion was made by Alderperson Ferkey, seconded by Alderperson Kellogg, to approve the job description presented by Sue Schill, with two changes. Motion carried unanimously. (Attachment)

4) Consider a request from the Wastewater Chief Operator for a cell phone stipend because of coverage issues at his home with his City-issued cell phone, which will require him to use a personal cell phone for on-call and emergent situations.

A motion was made by Alderperson Kubisiak, seconded by Alderperson Ferkey, to pay a \$35 monthly stipend to the Wastewater Chief Operator for the use of his personal cell phone for on-call and emergent situations, in lieu of having a City-issued cell phone. Motion carried unanimously.

5) a) In open session, the Committee may vote to go into closed session pursuant to Section 19.85 (1) (f), Wisconsin Statutes, "Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons".

A motion was made by Alderperson Ferkey, seconded by Alderperson Kellogg, to go into closed session, as noted above. A roll call vote was taken, with all voting in the affirmative. Motion carried unanimously.

b) In closed session, as noted above, the Committee may discuss an employee's request to extend sick leave for a serious health condition, per City policy.

The Committee discussed an employee's request to extend sick leave for a serious health condition.

c) The Committee will return to open session.

A motion was made by Alderperson Kubisiak, seconded by Alderperson Kellogg, to return to open session. Motion carried unanimously.

6) Consider approval of an employee's request for extended sick leave.

A motion was made by Alderperson Ferkey, seconded by Alderperson Kellogg, to approve an employee's request for a sick leave extension of up to three (3) months for a serious health condition, per City policy. Motion carried unanimously.

7) Adjourn.

A motion was made by Alderperson Ferkey, seconded by Alderperson Kubisiak, to adjourn. Motion carried unanimously. The meeting adjourned at 5:04 p.m.

Todd Ferkey, Chairperson
Scott Kellogg, Secretary