



## Human Resources Committee Meeting Minutes January 14, 2020

### Human Resources Committee

Shane Blaser, Chairperson  
Scott Kellogg, Secretary  
Joseph Zurfluh

The Human Resources Committee met at 4:45 p.m. on Tuesday, January 14, 2020, in the First Floor Conference Room at City Hall. Alderpersons Blaser and Zurfluh were present. Alderperson Kellogg was excused. Also present were Alderperson Tom Rayome, Mayor Vruwink, Sue Schill, and Deb Pagel. A list of others present is on file in the clerk's office.

1. Chairperson Blaser called the meeting to order at 4:46 p.m.
2. Review the current Assessment Technician position and consider modifications thereto as a result of an upcoming retirement; consider and approve a position description and compensation for the position if modified.

Motion by Zurfluh, second by Blaser, to approve the Administrative Technician job description as presented, with the change "will assist the permitting process and support other Community Development Department activities." This will be a 40 hour per week position, with compensation at Grade 5.

Motion carried, 2-0. (See attached job description)

3. Consider a change to the Sick and Paid Leave policy, removing the requirement that an employee must use one week of sick leave or other paid leave before the City provides paid leave for a second week of family member leave.

Motion by Zurfluh, second by Blaser, to approve the Sick and Paid Leave Policy change as presented.

Motion carried, 2-0. (See attached Policy as amended)

4. Update on recruitment

Mayor Vruwink and HR Interim Consultant Deb Pagel presented an update on the recruitment for vacant positions.

5. Motion by Blaser, second by Zurfluh, to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Roll call vote taken. Both members voted in the affirmative. Motion carried, 2-0.

- a. In closed session, the Committee discussed compensation and benefits for an employee.
- b. Motion by Zurfluh, second by Blaser, to return to open session. Motion carried, 2-0.

6. Motion by Zurfluh, second by Blaser, to make no changes to the compensation for the employee.

Motion carried, 2-0.

7. Motion by Zurfluh, second by Blaser, to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session". Roll call vote taken. Both members voted in the affirmative. Motion carried, 2-0.
  - a. In closed session the committee received an update and discussed strategy regarding negotiations and possible interest arbitration with International Association of Firefighters Local 425.
8. Motion by Zurfluh, second by Blaser, to adjourn in closed session. Motion carried, 2-0. Meeting adjourned at 6:03 p.m.