



Human Resources Committee Meeting Minutes March 4, 2021

Human Resources Committee

Thad Kubisiak, Chairperson
Joseph Zurfluh, Secretary
Jay Bemke

A meeting of the Human Resources Committee was held on Thursday, March 4th, 2021, at 4:00 p.m. via remote videoconferencing, originating from the City Hall Council Chambers. All members were present, with Chairperson Kubisiak and Alderperson Bemke appearing in person, and Alderperson Zurfluh appearing remotely. Also present were Mayor Shane Blaser, City Attorney Sue Schill (remote), Alderperson Dennis Pollack, Ryan Hartman, Morgan Tauschek and Tyler Mickelson.

Agenda

1. Call to order.

Chairperson Kubisiak called the meeting to order at 4:05 p.m.

2. Discuss and consider for approval to change the city's Flexible Spending Account (FSA) provider to Diversified Benefit Services, Inc. (DBS) as the city's third-party administrator (TPA), effective May 1st, 2021.

Motion by Kubisiak, second by Bemke to change the city's Flexible Spending Account (FSA) provider to Diversified Benefit Services, Inc. (DBS) as the city's third-party administrator (TPA), effective May 1st, 2021. Motion carried 3-0.

3. Discuss and consider for approval the revisions to the Temporary Employees Policy as presented.

Motion by Kubisiak, second by Bemke to approve the revisions to the Temporary Employees Policy. Motion carried 3-0.

4. Update on status of responses to Request for Proposals for Classification and Compensation Study; possible discussion and approval to proceed with a consultant to provide a classification and compensation study.

No motion made. Update provided with possible referral to April Human Resources Committee.

5. HR Department Update

- DPW OSHA Training
 - OSHA training dates have been set and moving forward with creation of a Safety Plan.

6. Adjournment.

Motion by Bemke, second by Zurflu to adjourn. Motion carried 3-0. The meeting adjourned at 4:13 p.m.