



Human Resources Committee Meeting Minutes August 6, 2020

The Human Resources Committee held a meeting in the council chambers and via remote videoconferencing on Thursday, August 6, 2020 at 4:30 p.m. The public could listen to the meeting by calling in, and the meeting could also be viewed LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page. If persons wished to provide comments regarding items on an agenda, they could contact Chairperson Kubisiak at tkubisiak@wirapids.org before the meeting.

All committee members (Kubisiak, Kellogg, and Zurfluh) were present. Also present were Alderperson Kellogg, Deb Pagel, Mayor Blaser, Sue Schill, and Tyler Mickelson.

Agenda

1. Call to order

Chairperson Kubisiak called the meeting to order at 4:33 p.m.

2. Discuss and consider approval of proposed changes to the HR Administrative Assistant job description
Motion by Bemke, second by Zurfluh to approve the proposed changes to the HR Administrative Assistant job description as presented. Motion carried, 3-0.

3. Discuss and consider approval of proposed changes to the Sr HR Generalist job description
Motion by Bemke, second by Zurfluh to approve the proposed changes to the Sr HR Generalist job description as presented. Motion carried, 3-0.

4. Discuss and consider approval of proposed changes to the Executive Coordinator job description
Motion by Bemke, second by Zurfluh to approve the proposed changes to the Executive Coordinator job description as presented. Motion carried, 3-0.

5. Discuss and consider confirmation of Mayor Blaser's appointment to the position of Human Resources Manager
Motion by Bemke, second by Zurfluh to confirm Mayor Blaser's appointment of Ryan Hartman to the position of Human Resources Manager. Motion carried, 3-0.

6. Discussion on employee recruitment
Deb Pagel gave an update on employee recruitment.

7. Adjournment

Motion by Bemke, second by Kubisiak to adjourn. Motion carried, 3-0. The meeting adjourned at 4:47 p.m.