



REPORT OF THE HUMAN RESOURCES COMMITTEE

August 10, 2018 Meeting
Reported to Council on August 21, 2018

Steve Koth, Chairperson
Scott Kellogg, Secretary
Joe Zurfluh

The Human Resources Committee met at 8:00 a.m. on Friday, August 10, 2018, in the First Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Alderpersons Steve Koth and Scott Kellogg were present. Alderperson Joe Zurfluh was absent. Also present were Mayor Vruwink, Sue Schill, Dawn Urban, John Koeshall, Kevin Anderson, Travis Schalinske, Jay Bemke, Joe Terry, Tom Loucks, and Paul Vollert.

1. Call to order.

The meeting was called to order by Chairperson Steve Koth at 8:00 am.

2. Review and approve the revised Paid and Sick Leave policy.

Dawn Urban indicated that that the City's intent is to be fair and implement a revised policy that still provides a generous benefit to employees but is fiscally responsible. Dawn explained the material changes to this policy and indicated that the City paid a total of \$143,000 for this benefit during 2017 (\$70,000 was paid for three extended leaves). A brief employee discussion followed.

Chairperson Koth made a motion to approve this policy as presented, and this motion was seconded by Alderperson Kellogg. Motion carried.

3. Review and approve the Leave of Absence policy.

Dawn Urban explained that the Leave of Absence policy and Paid and Sick Leave policy are connected. When employees exhaust their FMLA under the Paid and Sick Leave policy, they would request a leave of absence under this policy. Chairperson Koth made a motion to approve this policy as presented, and this motion was seconded by Alderperson Kellogg. Motion carried.

4. Review and approve the modified IT Director job description.

Dawn Urban explained that the pay grade would remain unchanged, and the job description has been modified with an enhanced focus on IT in the areas of systems, networks, servers, and security. Mayor Vruwink indicated that it would be critical to have an IT leader with advanced technical skills during the implementation of Munis (the City's HRIS).

A motion was made by Chairperson Koth and seconded by Alderperson Zurfluh to approve the job description as presented. Motion carried.

5. Set next meeting date.

The next HR Committee meeting has been scheduled for 8 am on September 7, 2018 in the third floor conference room of City Hall.

6. Adjourn.

Motion by Chairperson Koth and second by Alderperson Kellogg to adjourn. Motion carried.

The meeting adjourned at 8:35 am.