



City of Rock Falls Personnel Committee Meeting Minutes

Date: 02/28/08 Time Meeting Started: 7:00 pm

Time Meeting Ended: 7:35pm

Members		Also Attended	
Alderman Thurm	P	Alderman Kuhlemier	P
Alderman Vandersnick	P		
Alderman Reitzel	P		
		Richard Downey, City Administrator	P
P-Present A-Absent			

Ordinance/Topic	Discussion	Plan of Action
1. Call to Order @ 7:00pm	<ul style="list-style-type: none"> Committee called to order at 7:00pm 	No action.
2. Insurance Report-City Clerk	<ul style="list-style-type: none"> Committee reviewed information as presented. 	No action.
3 Department Safety Reports	<ul style="list-style-type: none"> Committee reviewed and found no Street Department minutes. 	Accepted as presented.
4. Old Business: a) Apprentice Line Job Description.	<ul style="list-style-type: none"> Item was tabled until Mayor could be in attendance. 	Tabled.
5. New Business a) Distance calculations for travel reimbursements.	<ul style="list-style-type: none"> City Administrator corrected issue. This regarded the calculations of where new hires would live. Committee agreed that Mapquest (www.mapquest.com) would be used to calculate the distance of where an employee lives in relation to the City. The new GIS/IT position will have a distance requirement, and hence this is why this was done. 	No action.
5. New Business b) Employee Evaluation Form	<ul style="list-style-type: none"> Committee reviewed new form presented by the City Administrator and discussed. Form was accepted as presented. 	No action.
5. New Business c) Tuition Reimbursement Request (Mr. Jakubczak)	<ul style="list-style-type: none"> Committee reviewed request of Mr. Jakubczak and requested it be placed on consent agenda for next City Council meeting. 	Item would be placed on next City Council agenda for approval.
6. Committee Member items.	<ul style="list-style-type: none"> City Administrator gave an update on GIS/IT Technician job search and handed out current applications that have been received. Committee requested that letters be sent out to all applicants and informed that the application process would be extended for two weeks to March 14th. City Administrator will try and contact NIU and MIT (Morrison Insitutte of Tech) regarding position. No other items would be presented. 	No action.

7. Review/Approve Committee meeting minutes	<ul style="list-style-type: none">• Committee reviewed minutes as presented.	No Action.
8. Adjournment	<ul style="list-style-type: none">• Committee adjourned at 7:35pm.	No action.

Richard Downey, Recorder, Rock Falls Personnel Committee