



City of Rock Falls

Personnel Committee Meeting Minutes

Date: 07/24/08 Time Meeting Started: 7:00pm Time Meeting Ended: 8:50pm

Members		Also Attended	
Alderman Thurm (chairperson)	P	Mayor Blanton	
Alderman Vandersnick	P	Alderman Folsom	P
Alderman Reitzel	P	Alderman Kuhlemier	P
		Richard Downey, City Administrator	P
P-Present A-Absent			

Ordinance/Topic	Discussion	Plan of Action
1. Call to Order @ 7:05	<ul style="list-style-type: none"> Committee called to order at 7:05pm 	No action.
2. Approve Minutes of June 28, 2008	<ul style="list-style-type: none"> Committee approved minutes as presented. 	Minutes approved as presented.
3. Executive session - Personnel 2 c 1	<ul style="list-style-type: none"> Committee entered into executive session at 7:05pm. Committee exited executive session at 7:36pm. Committee recommended the Mayor move forward on selection on Police Chief with the full recommendation of the committee. 	Mayor will move forward on selection of new Chief as recommended.
4. Workman's Compensation/Insurance Report	<ul style="list-style-type: none"> Committee reviewed the workman's comp report and was pleased that there were no accidents. 	No action.
5. Department Safety Reports.	<ul style="list-style-type: none"> Committee reviewed department safety minutes from the departments. After a review of the minutes the committee was disappointed that the street department minutes were not presented once again and directed the City Administrator to deal with this issue. 	Committee recommended that the City Administrator deal with the issue of safety minutes in street department.
6. Old Business: a) Building Department Department/ Mayor's Secretary Job Description.	<ul style="list-style-type: none"> Mayor reported on report from the City Attorney regarding Mayor's secretary, and gave suggestions. Committee recommended that the job description be taken to City Administrator to be rewritten as directed by City Attorney. 	City Administrator would rewrite job description and bring back to committee.
7. New Business: a) Public Communications Training-Richard	<ul style="list-style-type: none"> City Administrator reported that he was directed that training for city employees on how to deal with the public. Committee discussed and asked to have issue tabled until the new employee is hired in the Utility office so all employees can be trained. 	Item will be tabled until November.

7. New Business b) Diluted Drug Testing Procedure.	<ul style="list-style-type: none"> • City Administrator reported on issue. • Committee discussed. • After a discussion that the policy of the City would be that any Dilute result would be retested. This policy would be sent to the employees. 	City Administrator will post this item as a policy shortly.
7. New Business c) Tuition Reimbursement request	<ul style="list-style-type: none"> • Committee received and review of request for reimbursement request. • After a discussion committee will approve the request and recommend to the City Council. 	Item would be placed on City Council agenda for approval.
7. New Business: d) Employee Retirement Notification	<ul style="list-style-type: none"> • Committee discussed employee replacement for utility office. • City Administrator reported on replacement plan for employee, and committee accepted replacement plan as presented. Advertising would be dropped into newspaper as soon as the job description. 	City Administrator would see about job description and post for job shortly.
8. Committee Member Items.	<ul style="list-style-type: none"> • Mayor presented information about hiring of replacement police officers. • Committee discussed about police bicycle situation. • Committee discussed about alternate vehicles for City employees in the field. Committee discussed. • City Administrator discussed pension seminars and attendance by City Employees. After a discussion, the committee determined that no employee, would be sent to any retirement/pension meeting unless that training was related to their job, such as the Deputy Clerk going to learn about IMRF funding, or Pension Board Secretary attending Pension training to learn about bookkeeping of pension. • Mayor reported that his meetings with departments are complete, and he will be reporting on these meetings to the City Council when his report is done. 	Various items required action and will be acted upon as presented.
9. Approve minutes as presented.	<ul style="list-style-type: none"> • Committee reviewed minutes as presented. 	Committee accepted minutes as presented.
10. Adjournment	<ul style="list-style-type: none"> • Committee adjourned at 8:50pm. 	Committee adjourned at 8:50pm.