



City of Rock Falls

Personnel/Safety Committee Meeting

Minutes

Date: 08/28/08

Time Meeting Started: 7:00 pm

Time Meeting Ended: 9:05pm

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

Ordinance/Topic	Discussion	Plan of Action
1. Call to Order @ 7:45pm	<ul style="list-style-type: none"> Committee called to order at 7:45pm 	No action.
2. Workman's Compensation/ Insurance Report	<ul style="list-style-type: none"> Committee reviewed report from the City Clerk and accepted as presented. 	Accepted as presented.
3. Department Safety Reports	<ul style="list-style-type: none"> Committee reviewed safety minutes as presented. Committee discussed purposed of the meetings, and determined that meetings should be limited to safety issues, and not "want/purchase order" list. Mayor said that he would take safety meeting minutes to next department head meeting and discuss with department heads. 	Accepted as presented and Mayor will go and speak to departments on issues.
4. New Business a) Sexual Harassment Training	<ul style="list-style-type: none"> Committee had no action on item as nothing was presented. 	No action.
4. New Business b) Discussion on Holidays (Christmas eve/day)	<ul style="list-style-type: none"> Committee discussed issue and due to collective bargaining unit contracts this day has to be held to the same day. 	No change could be made.
4. New Business c) Discussion concerning Utility Office position	<ul style="list-style-type: none"> City administrator discussed with committee on selection. Committee requested that 6 applicants be chosen from pool of 168 applicants and that committee members with a relation in that pool of 6 not be involved in the selection process interviews would be held on September the 8th at 6:00pm. 	City Administrator would set up interviews.
4. New Business d) Drug & Alcohol Abuse Policy	<ul style="list-style-type: none"> Committee reviewed policy and requested having City Attorney look at and then potentially adopt entire policy. 	City Attorney would be sent policy.
4. New Business e) Utility Collections Clerk Job Description	<ul style="list-style-type: none"> Committee reviewed job description as presented and recommended to the City Council for approval. 	Item would be placed on next City Council agenda for adoption.

5. Committee Member items a) Establish September Meeting date, IML conflict	<ul style="list-style-type: none"> Committee determined that the date would be left open at this point and time. 	No action.
6. Minutes	<ul style="list-style-type: none"> Minutes of the meeting were approved as presented. 	Minutes approved as presented.
7. Adjournment	<ul style="list-style-type: none"> Committee adjourned at 9:05pm. 	Committee adjourned as presented.

Richard Downey, Recorder, Rock Falls Personnel Committee