



City of Rock Falls Personnel Committee Meeting Minutes

Date: 12/18/08 Time Meeting Started: 7:00pm Time Meeting Ended: 7:48pm

Members		Also Attended	
Alderman Thurm (Chairperson)	P	Mayor Blanton	P
Alderman Vandersnick	P		
Alderman Reitzel	A	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. Approve Minutes of November 20, 2008 meeting	<ul style="list-style-type: none"> Committee approved minutes as presented. 	Minutes were presented.
3. Workman's Compensation/Insurance update	<ul style="list-style-type: none"> Committee reviewed report from City Clerk and accepted as presented. 	Accepted as presented.
4. Department Safety Reports	<ul style="list-style-type: none"> Committee thanked all departments for their safety minutes as presented. 	Accepted as presented.
5. Old Business a) Service Awards	<ul style="list-style-type: none"> Committee discussed issue, examined website and then tabled issue until further review with prices could be done. 	Alderman Thurm will check on issue.
6. New Business a) Selected reading Interview questions - Mr. Downey	<ul style="list-style-type: none"> City Administrator presented a book on interview question and offered committee members opportunity to read at their leisure. Future interviews would probably contain some questions from text. 	Committee will take a look at over time.
6. New Business b) Hiring List - Logistics - Mr. Downey	<ul style="list-style-type: none"> Lists would be created for each individual department as interviews are held list of interviewees will be kept for period of time and then not-renew list until interviews are held. 	Lists will held after interviews and then renewed when a new opening occurs.
7. Committee Member Items	<ul style="list-style-type: none"> No items were presented. 	No items were presented.
8. Adjournment	<ul style="list-style-type: none"> Committee adjourned at 7:48pm 	Committee adjourned at