



# City of Rock Falls Personnel Committee Meeting Minutes

Date: 05/28/09    Time Meeting Started: 7:00 pm    Time Meeting Ended:  
10:50pm.

Members		Also Attended	
Alderman Thurm (chairperson)	P	Mayor Blanton	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"> <li>Committee called to order at 7:00pm</li> </ul>	No action.
2. Adjournment for Personnel	<ul style="list-style-type: none"> <li>Committee adjourned at 7:05pm for hiring</li> <li>Committee reconvened at 9:44pm from interviewing.</li> </ul>	No action.
3. Worker's Compensation/Liabilities Update	<ul style="list-style-type: none"> <li>Committee reviewed, read and accepted as presented.</li> </ul>	Thanked City Clerk for report.
4. Department Safety Reports	<ul style="list-style-type: none"> <li>Committee reviewed safety minutes. Committee requested that better reporting, with more information and no blank spaces on forms. Please utilize "nothing to report" in sections.</li> <li>Committee requested that items within the Police department minutes be examined, and long term issues, such as flooring, be addressed within the budget, or line items be changed.</li> </ul>	City Administrator will address items as requested.
5. New Business: a) Vacation Request- Mr. Downey	<ul style="list-style-type: none"> <li>City Administrator requested to carry-over two vacation days, due to conflict with grant work. Committee accepted requested.</li> </ul>	Item would be sent to Payroll Clerk for info.
5. New Business b) Community Service Time Persons- Mr. Downey	<ul style="list-style-type: none"> <li>City Administrator discussed community service personnel. Committee made suggestions on community service policy.</li> <li>Committee determined that at this time there would be no community service personnel accepted to work with the City due to liability.</li> </ul>	City Administrator will inform personnel of issues.
5. New Business c) Discussion - Summer Help Hiring - Mr. Downey	<ul style="list-style-type: none"> <li>Summer help was discussed. Summer helpers for the seasons were accepted with reservations as presented.</li> <li>The following year's summer helpers would be hired via the Personnel Committee.</li> </ul>	Following year's summer help would be hired through personnel.
6. Committee Member Items.	<ul style="list-style-type: none"> <li>City Administrator presented "Distribution Foreman" position job description. Committee reviewed as presented and discussed, and requested that the Electric Director attend a special meeting to discuss this issue.</li> </ul>	Electric Director would be invited to special meeting.

7. Review/Approve Minutes	<ul style="list-style-type: none"><li>Minutes were approved as presented.</li></ul>	Minutes were approved as presented.
8. Adjournment	<ul style="list-style-type: none"><li>Meeting was adjourned at 10:35pm.</li></ul>	Meeting adjourned at 10:35pm.

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Richard Downey, Recorder, Rock Falls Personnel Committee