



City of Rock Falls Personnel Committee Meeting Minutes

Date: 07/23/09 Time Meeting Started: 7:00 pm Time Meeting Ended: 8:38pm

Members		Also Attended	
Alderman Thurm (chairperson)	P	City Clerk Bill Wescott	P
Alderman Vandersnick	P		
Alderman Retizel	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. Approval Minutes of June 25, 2009 Minutes	<ul style="list-style-type: none"> Committee reviewed thoroughly the minutes as presented and accepted them. 	Minutes accepted as presented.
3. Worker's Compensation/Liabilities Update.	<ul style="list-style-type: none"> Committee reviewed reported as presented and accepted. 	Item accepted as presented.
4. Department Safety Reports	<ul style="list-style-type: none"> Committee reviewed minutes as presented and thanked the departments for the reports. Committee requested an update from Fire Chief on safety meetings and other safety items. 	City Administrator will speak to Chief Larson regarding safety issues. Minutes were accepted as presented.
5. New Business: a) Revision to Personnel Handbook	<ul style="list-style-type: none"> Committee reviewed items in personnel handbook that have not been reviewed for some time. Committee recommended a change to personnel handbook and requested City Administrator to speak with City Attorney regarding this item. Issue regarding time off accumulation was discussed for new hires. New hires would be awarded their new vacation, personal and sick hours on the fiscal year and not the calendar. 	City Administrator will speak to City Attorney regarding changes.
5. New Business b) AED Role out.	<ul style="list-style-type: none"> Committee discussed, and determined that having AED's at each building would be an excellent idea. Committee requested having a phase in purchase program of AED's and would recommend strongly to the finance committee that they include these items in the 2010-2011 budget. 	Item would be sent to Finance Committee for action.
5. New Business c) Safety recognition awards.	<ul style="list-style-type: none"> City Administrator reported that the electric committee requested the personnel committee re-review the issue of safety awards as it was suggested from Hometown connection study. 	Committee declined action on issue.

5. New Business d) Employee Recognition program.	<ul style="list-style-type: none"> City Administrator reported that the electric requested employee recognition program be re-reviewed by the personnel committee as it was suggested from Hometown connection study. 	Committee declined action on issue.
5. New Business e) Wellness Program - Richard	<ul style="list-style-type: none"> City Administrator reported to committee about a wellness program for employees. Committee discussed, and made request to City Clerk to include in the Request for Proposals (RFP) in the health insurance. City Clerk reported on City of Princeton program. 	Committee directed request to City Clerk for health insurance RFP to include wellness proposals and will review with Finance Committee as it is presented.
5. New Business f) Employee Survey (Outside Firm)	<ul style="list-style-type: none"> City Administrator reported that the item of employee surveys being done by an outside firm was suggested at the Hometown connections meeting that was held by the Electric committee. After a discussion committee requested City Administrator to get prices for a questionnaire done by an external firm for employee attitudes and return to committee with prices. 	City Administrator will get prices and return.
6. Committee Member items.	<ul style="list-style-type: none"> Alderman Thrum requested City Administrator see about break times in departments. Breaks that are done at local coffee shops and "extended" 15 minute breaks are not allowed in the private sector, why should the city tolerate these breaks as well? 	City Administrator will speak to department heads.
7. Executive Session: 2 (c) 1	<ul style="list-style-type: none"> Committee entered into Executive Session at 8:08pm. Committee exited out of Executive session at 8:33pm. After committee came out of executive session they determined that the policy of no light duty would not be changed and that no employees would be offered light duty at this time. 	Committee reaffirmed that there would be no light duty for work.
8. Approve minutes as presented.	<ul style="list-style-type: none"> Minutes were approved by the committee as presented with no changes. 	Minutes were accepted as presented.
9. Adjournment	<ul style="list-style-type: none"> Committee was adjourned at 8:38pm. 	Meeting was adjourned at 8:38pm.

Richard Downey, Recorder, Rock Falls Personnel Committee