City of Rock Falls
Personnel Committee Meeting Minutes

Date: 10/15/09   Time Meeting Started:6:00 pm   Time Meeting Ended:7:34pm

Members		Also Attended	
Alderman Thurm (Chairperson)	P	Mayor Blanton	P
Alderman Reitzel	P	Jim White, Street Superintendent	P
Alderman Vandersnick	P	Alderman Snow	P
		Richard Downey, City Administrator	P
P-Present A-Absent			

Ordinance/Topic	Discussion	Plan of Action
1. Call to Order @ 6:00pm	• Committee called to order at 6:00pm	No action.
2. Worker's Compensation Liabilities Update	• Committee reviewed Worker's Compensation Liability Update and accepted as presented.	No action.
3. Department Safety Reports	• Committee reviewed departmental safety reports. As the meeting was held a week early committee accepted reports as presented. • Alderman Vandersnick requested an update for flooring for the Police department as was mentioned in their safety meeting. City Administrator checked on budget, and Committee requested that Police Chief be contacted to refloor the area in question, as according to the budget document funds were available.	Item would be sent to Police Chief for action.
4. Unfinished Business: a) Employee Perception Plan	• Committee discussed this issue after reviewing issue; committee declined to take any action on item, and thanked electric committee for their concern.	Item was declined for any action and will be removed from agenda.
5. Unfinished Business: b) CDL – Medical Card Requirements	• City Administrator reported on issue. • Committee discussed issue, and after discussion committee requested that City Clerk set up medical card examinations, and institute medical card program. Committee requested that all CDL drivers acquire their card before May 1 2010. Item would be sent to City Council for adoption.	Item would be sent to the City Council for adoption of policy.
6. New Business: a) Discussion on Street Department Supt. Position	• Mayor reported to committee that Mr. White will be getting the Mayor an exit report which will recommend changes to the department and to report on items coming forward that will have to be addressed by the department. • Mayor requested that advertisement relating to research for new Street Superintendent is placed in the IML publication and that a public search be done. Committee discussed. • Alderman Snow brought up idea of having position combined with another department head position. Committee discussed. Mayor felt that position deserves a full time person in the	Special Meeting would be held on October 22nd at 7pm to review job description of Street Superintendent.

	position. Alderman Thurm presented issue of being able to an additional laborer if this position was combined with another department head. • Committee discussed if there would be an acting superintendent with Jim leaving October 30th. Committee discussed issue. Committee directed the City Administrator to monitor the Street department in Mr. White's absence. • Committee determined that they would review the job description and make adjustments at a Special Personnel Meeting to be held at 7pm on October 22nd and then advertisement would be sent out afterwards.	
7. Committee Member Items	• Mayor reported on Finance meeting on Health Insurance Carrier. Work has been long and drawn out but issue is being brought down to the wire and next Finance committee. • Committee thanked Mr. White for his service to the City of Rock Falls.	No action.
8. Executive Session for Personnel section 2 (c) (1) *Item added during meeting*	• Committee entered into Executive Session at 7:16pm. • Committee exited executive session at 7:24pm.	No action.
9. Review/Approve Minutes	• Minutes were reviewed and accepted as presented.	Minutes approved as presented.
10. Adjournment	• Meeting was adjourned at 7:34pm	Meeting adjourned at 7:34pm.

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Richard Downey, Recorder, Rock Falls Personnel Committee