



City of Rock Falls

Personnel Committee Meeting Minutes

Date: 05/27/10 Time Meeting Started: 7:00pm

Time Meeting Ended:

| Members | | Also Attended | |
|------------------------------|---|------------------------------------|---|
| Alderman Thurm (Chairperson) | P | Mayor Blanton | P |
| Alderman Vandersnick | P | City Clerk Bill Wescott | P |
| Alderman Reitzel | P | Ted Padilla, Water Superintendent | P |
| | 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"> Committee called to order at 7:00pm | No action. |
| 2. Workers Compensation/ Liabilities Report | <ul style="list-style-type: none"> City Clerk presented information to the committee. Committee reviewed report and thanked City Clerk for report. | No action. |
| 3. Department Safety Reports | <ul style="list-style-type: none"> Committee reviewed reports from departments. Water department report was not include but is into the City Clerk's office. | Accepted as presented. |
| 4. Old Business: a) Develop employee recognition/ retirement program, | <ul style="list-style-type: none"> City Administrator reviewed previous discussion with committee. Mayor presented information on recognition award system. A pin for 5, 10, & 15 years of service and a nice crystal item engraved with 20 year award. Committee discussed and approved. Mayor also presented information on luncheon for retirement, if employee has more than 20 years of employment with city, either a private luncheon or a cake party. Committee determined that award would be presented at City Council meeting. Committee also determined that anyone serving on any committee for over 5 years would also be presented a plaque at the city council meeting. | Committee agreed to policy. |
| 4. Old Business b) Develop employee Orientation Program | <ul style="list-style-type: none"> City Administrator requested that issue be tabled. | Item tabled. |
| 5. New Business a) Holiday Schedule Certification - December | <ul style="list-style-type: none"> City Administrator reported on oddity for December holiday. Committee determined that December Holiday would be celebrated on December 23rd (Thursday) and December 24th. | Issue would be submitted to employees for review. |
| 5. New Business b) Unemployment Clair Report | <ul style="list-style-type: none"> City Administrator reported on latest unemployment claim. | No action. |

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| 5. New Business c) Put Illinois to Work Program | <ul style="list-style-type: none"> • City Administrator reported on program for Put Illinois to Work. • Committee directed City Administrator to see about 3 employees for the Street Department. | City Administrator would move forward with hiring temporarily 3 employees. |
| 6. Committee Member Items | <ul style="list-style-type: none"> • Mayor requested to committee that city start doing exit interviews. City Administrator will bring some information on exit interviews. • City Administrator requested direction on summer help hiring. Committee determined that they would review applications and make suggestions on who to hire, but would decline to do interviews, but let department heads and city administrator do interviews. | No action at this time. |
| 7. Executive Session: Personnel - Section 2(c) (1): | <ul style="list-style-type: none"> • No executive session was held at this time. | No executive session was done at this time. |
| 8. Review/ Approve Minutes | <ul style="list-style-type: none"> • Committee reviewed minutes and accepted as presented. | Committee approved minutes as presented. |
| 9. Adjournment | <ul style="list-style-type: none"> • Meeting was adjourned at 7:50pm. | Meeting was adjourned at 7:57pm. |

Richard Downey, Recorder, Rock Falls Personnel Committee