



City of Rock Falls Personnel Committee Meeting Minutes

Date: 03/24/11

Time Meeting Started: 7:00 pm

Time Meeting Ended: 7:35 pm

Members		Also Attended	
Alderman Thurm (chairperson)	P	Mayor Blanton	P
Alderman Vandersnick	P	Bill Wescott, City Clerk	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"> Meeting called to order at 7:00pm 	Meeting called to order at 7:00pm
2. Approve February 24, 2011 Minutes	<ul style="list-style-type: none"> Minutes approved as presented. 	Minutes approved as presented.
3. Worker's Compensation/ Liabilities Report	<ul style="list-style-type: none"> City Clerk presented information on Worker's Compensation and Liability. Committee reviewed and accepted as presented. 	Report accepted as presented.
4. Department Safety Reports	<ul style="list-style-type: none"> Committee reviewed as presented and accepted. 	Minutes were reviewed and accepted as presented.
5. New Business: a) Amended Job Description	<ul style="list-style-type: none"> Committee reviewed adjusted job description made some minor changes and recommended the job description to be adopted by the full city council. 	Item would be sent to full city council after some minor changes.
5. New Business b) Recruiting Practices - Mr. Downey	<ul style="list-style-type: none"> City Administrator presented information for review. Committee thanked City Administrator for report. 	No action.
5. New Business c) Personnel Policy 8.3 Annual Leave	<ul style="list-style-type: none"> City Clerk presented information that policy 8.3 in the personnel handbook and the suggested changes to be made. Committee reviewed issue and discussed. 	City Clerk and City Administrator work on changes and return those changes to committee as time allows.
5. New Business d) Personnel Policy 8.4 Personal Days	<ul style="list-style-type: none"> City Clerk presented information that policy 8.4 in the personnel handbook and the suggested changes to be made. Committee reviewed issue and discussed. 	City Clerk and City Administrator work on changes and return those changes to

		committee as time allows.
6. Committee Member Items	<ul style="list-style-type: none"> No items were presented. 	No items were presented.
7. Reviews/ Approve Minutes	<ul style="list-style-type: none"> Minutes were approved as presented. 	Minutes were approved as presented.
8. Adjournment	<ul style="list-style-type: none"> Meeting was adjourned at 7:35pm. 	Meeting was adjourned at 7:35pm.

Richard Downey, Recorder, Rock Falls Personnel Committee