



City of Rock Falls

Personnel Committee Meeting Minutes

Date: 04/28/11 Time Meeting Started: 7:00 pm

Time Meeting Ended: 7:53

pm

Members		Also Attended	
Alderman Thurm (chairperson)	P	Mayor Blanton	P
Alderman Vandersnick	P	Ed Cox, Sewer Superintendent	P
Alderman Reitzel	P	Mike Kuelper, Police Chief	P
		Alderman Schuneman	P
		Alderman Snow	P
		City Clerk Bill Wescott	P
		Richard Downey, City Administrator	P
P-Present A-Absent			

Ordinance/Topic	Discussion	Plan of Action
1. Call to Order @ 7pm	<ul style="list-style-type: none"> Meeting called to order at 7pm 	Meeting called to order at 7pm
2. Workers Compensation/ Liabilities Report	<ul style="list-style-type: none"> City Clerk reported to committee the Worker's Comp and Liabilities report. Committee thanked Bill for report. 	Committee reviewed report and took no action.
3. Department Safety Reports	<ul style="list-style-type: none"> April was CPR month and hence all of the departments were using the CPR training for their monthly training. 	Committee accepted report as presented.
4. New Business: a) Temporary Help - Sewer Department	<ul style="list-style-type: none"> Ed Cox reported on issue with being short staffed due to a worker's comp issue. Mr. Cox asked committee if he could hire a temporary worker to make up staffing short fall. Committee discussed and approved to have Mr. Cox hire a temporary worker starting at the minimum of May 2nd. 	Committee determined that temporary person would be hired by the Sewer dept.
4. New Business: b) City Administrator Job Description	<ul style="list-style-type: none"> Committee discussed adjusted the City Administrator job description. Committee discussed and determined they would table issue at this time. 	Committee tabled issue at this time.
4. New Business: c) City Administrator Evaluation FY 2010-2011	<ul style="list-style-type: none"> Committee took no action on issue at this time. 	Committee took no action at this time.
4. New Business: d) Set Dates for (9) Telecommunicator Interviews	<ul style="list-style-type: none"> Committee directed the Police Chief to utilize the pre-screening list for this selection period which will end May 2013. 	Chief will move forward with pre-screen list as selection list.
5. Committee Member Items	<ul style="list-style-type: none"> No items were presented at this time. 	No items were presented at this time.

6. Executive Session	<ul style="list-style-type: none"> The Committee held no executive session. 	Committee held no executive session.
7. Review/Approve Minutes	<ul style="list-style-type: none"> Minutes were presented and approved as presented. 	Meeting minutes were approved as presented.
8. Adjournment	<ul style="list-style-type: none"> Meeting was adjourned at 	Meeting was adjourned at

Richard Downey, Recorder, Rock Falls Personnel Committee