

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: LaDon Trost, Chairperson
DATE/TIME: September 12, 2024 at 9:00 a.m.

PRESENT:

☐ LaDon Trost	☒ Angela Kaiser	☒ John Lang
☒ Steve Keeffer	☒ Kathy Phillips	☐ Craig Ketelsen
☒ Steve Endress	☒ Nicole Hermsen	☐ Vacant
☐ Vacant	☐ Vacant	☐ Vacant

A quorum was established.

OTHERS PRESENT: None.

1. **Call to Order:** The meeting was called to order at 9:00 a.m.
2. **Minutes Approval:**
 - a) Minutes of the August 23, 2024 Personnel Review Committee meeting – **Lang made a motion to approve the minutes of the August 23, 2024 Personnel Review Committee meeting. Seconded by Endress and motion carried by voice vote.**
3. **Citizens' Comments:** None.
3. **Unfinished Business:** None.
4. **New Business:**
 - a) Review of the Part-time Code Enforcement position (at the request of the Executive Committee) – The Committee reviewed the possibility of reinstating a part-time position within the Planning & Development department. In the past, there was always a part-time position tasked with guest accommodations.
 - b) Discussion and possible action to recommend the position description and grade placement of the Part-time Code Enforcement position (at the request of the Executive Committee) – The Part-time Code Enforcement position description was provided in the meeting packet. After much discussion, the decision was to recommend the position with a Grade 9 placement on the Non-Represented Employee Classification/Compensation Plan policy with a budgeted 999 annual hours. **Lang made a motion to recommend to the Executive Committee, approval of the Part-time Code Enforcement Position Description, with a budgeted 999 annual hours and a Grade 9 Placement on the Non-Represented Employee Classification/Compensation Plan policy. Seconded by Hermsen and motion carried by a voice vote resulting in all Ayes.**
 - c) Discussion and possible action to remove the Transit position descriptions from the current non-represented compensation schedule – Due to the majority of the Transit Department's positions being included in a Collective Bargaining Agreement, the need to remove those unionized positions from the non-represented compensation schedule arose. The policy is only for non-represented employees. **Hermsen made a motion to recommend to the Executive Committee, approval to remove Transit positions and job descriptions from the Non-Represented Employee Classification/Compensation Plan policy. Seconded by Endress and motion carried by a voice vote resulting in all Ayes.**

5. **Committee Member Comments/Concerns:** Hermsen said the Community Liaison Coordinator position is not union and she will need to start over. There was mention of changing the structure of the Committee.
6. **Establish future meeting date:** TBD
7. **Citizens' Comments:** None.
8. **Adjourn:** Motion to adjourn was made at 10:36 a.m. by Lang and seconded by Hermsen. Motion passed by voice vote.