

PERSONNEL COMMITTEE

November 1, 2012

MEMBERS PRESENT

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

ALSO PRESENT

Mayor Brotherton
Alderman Walters
Superintendent Alan Jackson
Superintendent Dick Wiseman
Cindy Brown

Chairman Heberling called the meeting to order at 6:49 p.m.

Human Resource Manager Position Update

As of August 6, 2012, Cindy Brown has been fulfilling the duties of Human Resource Manager. She is very detailed and competent and grasping the tasks at a rapid rate. According to Superintendents as well as others in authority, they agree that she would fill the position well.

Alderman Jones and Alderman Walters would like to see that Cindy has an opportunity to attend those seminars that would benefit her skills in the area of Human Resource. Mayor Brotherton assured them that she will be attending those seminars that will benefit her best. With no salary increase until the next Non-Bargaining agreement, Mayor Brotherton would like to appoint Cindy Brown to the Human Resource Manager position.

Motion by Alderman Jones and seconded by Alderman Koonce to recommend to the City Council the appointment of Cindy Brown to the Human Resource position full time. Motion Carried 4-0.

Bid and/or Advertise Heavy Equipment Operator/Lake Department

Superintendent Alan Jackson presented his need for a new Heavy Equipment Operator for the Lake Department. According to Superintendent Jackson, an employee in his department will be retiring from that position by November 26, 2012. The candidate selected will be required to pass a test and secure a Class A-CDL, which is a minimum requirement.

Motion by Alderman Koonce and seconded by Alderman Jones to recommend to the City Council to Bid and/or Advertise for the Heavy Equipment Operator position at the Lake Department.
Motion carried 4-0.

Discuss Bidding Two Additional Positions at Street Department

Superintendent Dick Wiseman presented his need for two additional positions to be filled in the Street Department. Already shorthanded, he suggested that an Equipment Operator II and an Equipment Operator I would fulfill those needs at this time. Superintendent Wiseman would like to Bid the Equipment Operator II position and Bid and/or Advertise the Equipment Operator I position.

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to Bid for an Equipment Operator II and to Bid and/or Advertise for an Equipment Operator I for the Street Department. Motion carried 4-0.

Any Other Matters

Superintendent Wiseman presented a request to the Human Resource Department to attend an upcoming Seminar in Springfield, IL on Friday, December 7, 2012. The seminar will teach those skills to better help Superintendent Wiseman in his managerial position. The cost of the seminar is \$ 149.00. Alderman Walters interjected that he would approve the cost of the seminar for Superintendent Wiseman.

Discussion was held regarding the concerns of hiring a new Police Officer at this time, while Police Negotiations are still ongoing.

Motion by Alderman Koonce and seconded by Alderman Burtle to adjourn. Motion carried 4-0.

The meeting adjourned at 8:12 p.m.

Rob Heberling, Chairman
Personnel Committee