

City of Lodi Human Resources Committee Meeting
Minutes of May 1, 2018

1. Call to Order.

In lieu of a Chair, Mayor Ness called the meeting to order at 6:05 pm.
Committee Members Present: Suzanne Miller, Paegge Heckel, Eric Hansen
Staff Present: Jennifer Sweeney, Julie Ostrander
Others: Jim Ness

2. Selection of Committee Chair

Motion by Heckel to nominate herself as Committee Chair. There were no other nominations. Second by **Miller**.
Motion carried.

3. Public Input. None

4. Minutes of the April 3, 2018 Meeting

Motion by Hansen, second by Miller to approve the minutes of the 4/3/2018 meeting. Motion carried.

Miller highlighted the section in the minutes surrounding access to alder development for new Alder Heckel. Heckel is interested in going and will notify the city if her schedule permits attendance.

5. Discussion of Resolution 18-39 Amending Classification and Compensation Policy 5. Employee Performance Appraisal

This resolution was postponed at the last Common Council meeting and city staff placed it back on the Human Resources Committee agenda for clarification. Heckel shared concerns that accountability for supervisors was not present in the current policy. If a supervisor fails to conduct an Achievement Discussion for an employee, the only penalty lies on the employee. She suggested adding the additional accountability to the policy. Accountability for supervisors not present in current policy. In addition, Heckel questioned if employees will be eligible for achievement increases if they have been disciplined. She stated that she does not know if it is or will be a problem within the city, but it is something to consider.

Sweeney and Ostrander will work with Heckel on any additional revisions to the policy prior to the next committee meeting. Motion by Heckel, second by Miller to postpone a recommendation for Resolution 18-39 until the next committee meeting. Motion carried.

6. Discussion of Incorporating Classification and Compensation System Manual within the HR Manual

Sweeney and Ostrander discussed the need to incorporate the Classification and Compensation System Manual within the HR Manual so there is one document for human resources policy within the city. Both Sweeney and Ostrander will meet with Heckel to discuss this prior to the next meeting.

7. Date and Time of Next Meeting

The next regularly scheduled meeting will be June 5, 2018 at 6:00 PM.

8. Adjourn

Motion by Miller, second by Hansen to adjourn. Motion carried. The meeting was adjourned at 6:33 pm.

These minutes have been approved as amended to reflect that Miller seconded the selection of committee chair, not Hansen.