



**PERSONNEL  
COMMITTEE MEETING**  
Monday, August 25, 2025 6:00 PM

A Personnel Committee meeting will be held on Monday, August 25, 2025 in the Council Chambers of City Hall at 6:00 PM

**Agenda**

1. Call Meeting to Order – The meeting was called to order by Chairman Aldermen Sassen. Committee members present include Jake Reed, Richie Reis. Others in attendance included Bruce Alford, corporate counsel, Dir of Operations Dan Brink and Mayor Moore
2. Approval of Minutes Approval by Alderman Reis, 2<sup>nd</sup> by Alderman Reed
3. Public Comment – there was no public comment
4. New Business –
  - a. MICA Renewal Resolution to council – discussion ensued regarding MICA Renewal. Quincy has been a member since 1985. Kelly Japcon will provide a brief presentation on claims history to the council this evening with resolution next week for approval before the MICA board meeting in mid September. Director Japcon gave premium amounts for the past several years with the last few years remaining steady at 2.3-2.5 million. The city does have a \$500,000 reserve they will use if budgets get tight and premiums increase dramatically.
  - b. New Travel policy and form resolution to council – Director Japcon discussed our current travel policy. The updated policy places emphasis on completing travel before reimbursing the employee. In the past the employee was reimbursed for travel and then later submitted receipts for a conference or meeting. The new travel forms allow access to both the comptroller’s office and HR to better

manage costs. Employees will sometimes book a conference and pay a portion in one budget year but the travel may hit the following year.

- c. Military leave policy – Our current military policy is a short 1-page version. We have since updated to include the Attorney General website language to include a list of all USC codes. When our employees go on military leave, they are paid differently if it is voluntary versus involuntary leave. With the recent turnover with our payroll manager, we decided to upgrade our policy so that military personnel are paid correctly and employees know before leaving exactly what will be paid to them during their leave. Employees are paid concurrent or differential pay.
  - d. New employee handbook – discussion was made about how to update the handbook. The committee would like to see the updated handbook on the new website September 24<sup>th</sup>. The Director of HR will make all changes, have the city directors review and then present to the committee and council for approval. The committee would prefer to approve the handbook in it's entirety and then update policies that have been flagged for federal or state updates. Employees will be notified that new updates have been made to the handbook. The handbook will be available both online and hard copy. Each new update will need employee signature.
5. Old business – There was no new business
6. Adjournment – Meeting was adjourned at 6:23 pm