



PERSONNEL COMMITTEE MEETING MINUTES

Monday, July 7, 2025 at 6:00 pm

Call Meeting to Order -- The meeting was called to order at 6:04 PM by Committee chair Alderman Tony Sassen. Committee members in attendance were Aldermen Jake Reed, Richie Reis and Ben Uzelac. Other Aldermen in attendance were Alderpersons Ebbing and McReynolds, Sheri Ray, Deputy Chief Tyler, Dan Brink, Mayor Linda Moore and Human Resources Director Kelly Japcon.

Approval of Minutes---June 16, 2025 Personnel Committee meeting minutes were approved by Alderman Uzelac and 2nd by Alderman Reed.

Public Comment—There was no Public Comment

New Business

Compensation Philosophy Policy – Kelly Japcon discussed issuing a policy for fair and equitable wages and how to pay employees for project work. We also discussed how would we pay someone for acting in an interim capacity. Discussion on promotions an in grade 5% or less and 10% for out of grade promotions. Some employees who taking on more work in the same time period might include an in grade promotion or may not. If someone is promoted would be considered an out of grade promotion at no more than 10%. The city wants to be consistent in how we issue raises. Alderman Uzelac would like to pursue if the city sees fit and can remain consistent and keep tax payer dollars in mind.

Professional Development Policy – handouts of the sample policy were provided to the committee. Employees have sometimes taken on an interim capacity or sometimes thrown into a position without being formally trained and instead are self-taught. Discussion ensued regarding allowing employees to get a degree, certified or a certificate program to show they are demonstrating a willingness to continue or increase their knowledge for promotion. In the private sector, employers provide a tuition assistance program with the employee being reimbursed and asked to then use their knowledge for a period of time with their company. Do we want a tuition reimbursement

New Employee Handbook – hard copies of section 1 and 2 were handed to the committee members with current handbook language in blue and suggested updates in red. An electronic copy will also be sent to the committee. The HR Director purchased a handbook builder from SHRM (Society of Human Resource Management) for \$450 which will send federal and state updates as they are passed to keep the handbook up to date. Employees will be able to access the handbook online as well as receive a hard copy. We will try to complete the handbook by December if possible.

The Committee adjourned at 6:22 PM.