

Minutes of Human Resources Committee Meeting  
Tuesday, September 19, 2017

Agenda: Introduce New HR Director Suzanne Ellis and Review "Comprehensive Personnel Policy Manual"

Present: Human Resources Director Suzanne Ellis, City Attorney Matt Bloomer, City Clerk Henry Heck, Alderwoman Sharron Davis, Aldermen Chris Etori and Scott Tommola

The meeting began with Director Ellis introducing herself and her experience as a human resources consultant, in particular to municipalities. She then presented a powerpoint presentation describing the role of a full time human resources director and explaining the critical importance of having a "Comprehensive Personnel Policy Manual."

This document will replace the current Personnel Rules and Regulations.

One such reason of importance is for the purposes of progressive disciplinary action, citing several examples where the option of termination of an employee was not available to the City because we simply did not have sufficient policies in place.

Director Ellis then showed those present the "Comprehensive Personnel Policy Manual" both she and City Attorney Bloomer were collaborating on.

Alderwoman Davis commented how having an experienced human resources professional is critical to the development of such a manual as the previous procedure of having the policies drafted by the Committee was inefficient.

The plan going forward is for the HR Committee to review the new document and provide Director Ellis with feedback so that she can craft a final draft by October 10. She will then submit a final draft to the committee for their possible recommendation to the full Board, with the goal being final approval by the full Board by November.

No motions were made and this report is for informational purposes only.