



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel Policy & Administration**  
**July 14, 2011**

**Committee #2 met on Thursday, July 14, 2011 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Attendees: CW King, Chuck Hull, George Adrian, Jane Lardahl, Finance Mgr./Treasurer Lynne Bauer, Public Works Director/Utility Manager Rick Rubenzer, Interim Parks & Recreation Director Dick Hebert.

Call to Order: 08:00 AM

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

**1. Discuss part-time temporary secretary help in the Parks & Recreation Department for August-December. Possible recommendations to the Council.**

Interim Parks & Rec Director Dick Hebert asked the Committee to approve his request to hire temporary help to work on the days his full-time secretary is sick or on vacation. A similar request was approved by the Committee in May with direction not to exceed funding of \$3000. He indicated the current temp will be leaving on August 22. He does have a student from CVTC that would be willing to serve as the temporary help due to an internship requirement. Dick estimated she would be available for 8 hours per week and that those hours could be flexible from week to week. Dick indicated the need for backup is not a temporary situation and the Committee wants to explore options to address this issue.

**Motion by King/Hull** to approve the request for part-time secretarial help in the Parks & Recreation subject to approval for funding by Committee #1. **All present voted aye, motion carried.**

**2. Discuss revisions to City cell phone policy. Possible recommendations to the Council.**

The Committee reviewed amendments to the cell phone policy that was approved in June. Employees were concerned with privacy issues, including the proposed language to review and audit their personal cell phone records. The Committee discussed the proposed changes related to personal use of cell phones and the language pertaining to privacy issues for personal cell phones when used for business matters. The Committee felt the amendments made the policy too subjective and they would like to discuss these issues with our attorney at a future meeting.

**No action taken.**

**3. Update on City Clerk hiring process. Discuss training options with possible recommendations to the Council.**

Finance Mgr/Treasurer Lynne Bauer reported there were 26 applications received for the City Clerk position. The Department Head Review Committee will be screening applicants and conducting interviews. Ms. Bauer requested the new clerk be allowed to start before September 29<sup>th</sup> to allow training time with current City Clerk Rae Buckwheat. The Committee will decide on a start date at a future meeting.

**No action taken.**

**4. Adjournment**

**Motion by King/Hull to adjourn at 8:48 AM. All present voting aye; option carried.**

**Minutes submitted by,  
CW King, Chairman**