

**City of Vergas
Personnel Committee Meeting**

The Personnel Committee was called to order of Wednesday, April 19, 2023, 9am, at the Vergas Event Center meeting room. In attendance; Julie Bruhn, Natalie Fischer, and Julie Lammers,

1. Additions to the agenda included Financial update, Accident & Incident Reports, and LMC updates.
2. Julie Lammers provided an update regarding employee reviews noting continued need for higher level skill set needs to support the city. Receptionist role is limited in providing administrative support. It was noted Julie Lammers needed to look at work aspects that the Liquor Store Manager can support as defined in the Liquor Store Manager job description. Other issue is employee's taking breaks has created questions. It was reiterated city policy is that employees working 8 or more consecutive hours are paid 15 minute break within each 4 consecutive hours of work and an unpaid 30 minute lunch.
3. As the Personnel Committee Council members are also the Budget Committee members, Julie Lammers noted here has been identified fraud where 2 checks were cashed, totaling \$19,354.56. One check was cashed on January 27th and other February 6th. Julie Lammers noted the bank account will be closed with a new one established and will need signatures at the bank. Will be contacting the OTC Sheriff and filing claim with city insurance. Have noted with the City Auditor. The bank is following up with the banks in Missouri and Florida where the forged checks were cashed. Members noted the need to further look at account review and balancing practice to better ensure account balance is reviewed earlier for any discrepancies.
4. The Event Center Advisory Board is recommending a position specific to the event center to coordinate aspects of rental, working with those renting, and monitoring of the cleaning and maintenance needs of the facility. Discussed options, which included looking at a shared position with Frazee Event Center Coordinator and possible options with a Liquor Store position that will be opening. Julie Lammers will follow up.
5. The EDA/HRA is asking for a position to support the work needs. Discussed options of the EDA/HRA using the \$7000.00 provided funds to hire a consultant for remainder of year, as there are no funds for this in current budget. Other option is to examine and enhance the role of the receptionist to broaden administrative support needed by the city and build into next year's budget. Julie Lammers will follow up.
6. Status of requested action to establish an Accident/Incident report spreadsheet so Personnel Committee can address the safety component of employee reviews. Julie Lammers noted this remains pending. Asked this be posted in the Personnel Committee One Drive folder as a component of ongoing information. It was additionally noted to remove the DOT draft documents on Alcohol and Drug testing in One Drive and there is

another draft document present on Reasonable Suspicion Record. This record would be limited to Julie Lammers completed as the trained employee for the city and will remove. Natalie Fischer noted the use of One Drive and available documents is not well known by the Council. Julie Lammers will highlight at a City Council meeting.

7. Julie Bruhn provided an update from the LMC Human Relations Department.
 - The Minnesota Legislature is considering earlier implementation of Juneteenth in 2023. It is in the House and Senate Omnibus bills and could be passed mid-May. It was noted not to schedule city activity on Juneteenth this year, suspecting it will be passed.
 - HR tools have been updated; Telephone Reference Checks form, Instructions for Interview Panels, and spreadsheet on DO Not Ask Questions. Will place these in the Personnel Committee One Drive folder.
 - LMC Personnel policy has been updated to include Crown Act, which are protections of traits associated with race. Personnel Committee didn't feel any changes were required to the City Personnel Policy.

Actions by Personnel Committee

- Julie Lammers follow up with EDA/HRA regarding consultant for remainder of this year to support EDA/HRA work needs.
- Julie Lammers further review receptionist role and enhancing to an Administrative Support position.
- Julie Lammers follow up with City of Frazee regarding Event Center Coordinator and potential for an open Liquor Store position to be directed toward Event Center.
- Julie Lammers get spreadsheet developed with reported Accidents and Incidents and place in Personnel Committee One Drive folder.
- Julie Lammers remove draft documents in Personnel One Drive folder; DOT Alcohol and Drug Testing and Reasonable Suspicion form.
- Julie Bruhn forward and Julie Lammers place updated documents from LMC regarding Telephone References, Interview panel instructions, and Do not ask questions into Personnel One Drive folder.

Recommendation for City Council

- Review of the availability and use of One Drive.

Recorder
/es/ Julie Bruhn