

MINUTES  
PERSONNEL COMMITTEE MEETING  
September 12, 2023, at 4:00 p.m.

MEMBERS PRESENT: Steven Meister, Amanda Schroeder, and Craig Schafer (via Zoom)

MEMBERS ABSENT: None

STAFF PRESENT: Sheila Dubs, Human Resource Manager

The meeting was called to order at 4:03 PM.

MOTION BY Councilmember Schroeder, SECONDED BY Councilmember Schafer to approve the Minutes of the February 21, 2023 meeting. ALL VOTED IN FAVOR 3-0.

Chairperson Meister requested Human Resource Manager Dubs, introduce the agenda item under consideration, Consideration of Personnel Policy Amendments.

Dubs reviewed the three categories of amendments being proposed: amendments to comply with new Minnesota laws, amendments to clarify language or modify language to more closely align with the League of Minnesota Cities model policy, and many technical amendments. Dubs reviewed each proposed amendment with the Committee. The chapter on Drug Free Workplace was reviewed in detail, including prohibited conduct and parameters under which random or reasonable suspicion testing may occur. The Committee also reviewed the proposed reimbursement and per diem rates in Appendices A and B.

MOTION BY Councilmember Schafer, SECONDED BY Councilmember Schroeder to approve the Personnel Policy Amendments. ALL VOTED IN FAVOR 3-0.

MOTION BY Councilmember Schafer, SECONDED BY Councilmember Schroeder to adjourn the meeting. Meeting adjourned at 4:49 PM. ALL VOTED IN FAVOR 3-0.

Respectfully Submitted,

Sheila Dubs  
Human Resource Manager