

City of Lodi
Finance & Human Resources Committee
Minutes of March 10, 2020

1. Call to Order

Chair Stevenson called the meeting to order at 5:00 PM.

Committee Members Present: Rich Stevenson, Peter Tonn, Eric Hansen, Ann Groves Lloyd, Suzanne Miller, and Paegge Heckel

Excused:

Staff Present: Julie Ostrander, Dawn Collins, Sandy Bloechl, James Lincoln, Carl Deans

Others: Mayor Jim Ness

2. Public Input: None

3. Approve Minutes: MOTION (Groves Lloyd/Hansen) to approve the minutes from February 11, 2020. Motion carried.

4. Financials

Tonn questioned why Amazon bills don't have a description of what was purchased. Explained the Director at the library has requested no descriptions be used. Groves Lloyd was going to check with the director to find out why.

5. Recommendation on Maintenance Agreement with General Heating (Boiler)

MOTION (Groves Lloyd/Miller) to Recommend to council Approving Maintenance Agreement with General Heating (Boiler). Motion Carried.

6. Recommendation on Revised Employee Handbook and Policies

The following updates/changes were approved:

- Handbook: Sick leave "proper notice" (30 minutes) – pg 9 of Handbook doc
- Adjusting, Controlling, Compensating for Overtime (FLSA) Policy: removed item C. in IV.2. Adjustments Within the Same Work Week – pg 2 of policy
- Classification and Compensation Pay Policy: V. Employee Planning portion cleaned up from redline copy – pg 3-4 of policy
- Disciplinary Procedure Policy: 4. Suspension (exempt employees = one week) – pg 2 of policy
- Education/Tuition Reimbursement Policy: drafted repayment schedule – pg 1 of policy
- Hours Worked Under FLSA Policy: IV.2.C. Call Time section (rewritten to clarify call time) – pg 3 of policy

Signing release waiver for photos was discussed. It was suggested to have all current and any new hires sign the form. Once employment has ended additional pictures wouldn't be used but it wouldn't be required to remove all former employee pictures. No other changes were discussed.

MOTION (Groves Lloyd/Heckel) to Recommend Employee Handbook and Policies to Common Council for approval. Motion carried

7. Next Meeting Date: Stevenson stated the next meeting is Tuesday, April 14th at 5:00 p.m.

8. Adjourn: MOTION (Groves Lloyd/Heckel) to adjourn at 5:36 **Motion carried.**