



## **NOTICE OF PUBLIC MEETING**

### **Personnel Committee**

The City of Adel's Personnel Committee will meet council chambers at Adel City Hall, 301 South 10<sup>th</sup> Street, Adel, Iowa, on **Tuesday, December 3, 2019 at 6:45 p.m.**

### **AGENDA**

1. Call to Order
2. Consider Approval of July 2, 2019 Minutes
3. Employee Handbook
4. Property, Liability, Auto, Workers' Compensation, and General Insurance
5. Any Other Business
6. Adjournment

12/02/2019 4:35:51 PM

*Members or a quorum of members of other City Boards, Committees, Commissions, or the Council may be in attendance. Only items on the agenda may be acted upon and / or discussed.*



## **July 2, 2019 Personnel Committee - Minutes**

**The City of Adel's Personnel Committee met in the council chambers at Adel City Hall, 301 South 10<sup>th</sup> Street, Adel, Iowa, on July 2, 2019 at 5:30 p.m.**

Miller called the meeting to order at 5:33 p.m. Members present: McAdon, Miller, and Selby. Others present: City Administrator Brown and Finance Director Sandquist. Council members Christensen and Ockerman arrived later in the meeting.

McAdon motioned, seconded by Selby, to approve the March 5, 2019. Motion carried unanimously.

Discussion began on the process to update the employee handbook. Miller stated that he and Brown have gone back and forth, as many entities would like to be involved.

Brown stated that Ahlers & Cooney has been reviewing the handbook for a few months. For the update process, Brown had initially proposed that department heads would collect comments from staff and bring those comments to him. Brown noted that some department heads suggested that they would prefer their staff to be involved directly in the process. In addition, Ahlers & Cooney recommended having a staff representative present from each department, even though it is not a bargaining session.

Selby asked what the main pressure points have been during the review process. Brown stated that items like overtime/comp. time and other employee benefits were the areas with the most interest.

Miller stated that the City wants to be competitive and fair given that most of the staff is now non-union. McAdon stated that the committee is asking department heads to gather comments, not advocate. Selby suggested that, if staff do not feel represented, staff may go directly to Brown.

The committee agreed that department heads will gather staff comments and provide them to Brown before the committee reviews everything.

In other business, Miller stated that the City should hold an Employee Appreciation Event in a local park and invite residents to meet City employees. McAdon stated that the Iowa League of Cities promotes various weeks recognizing different staff and departments.

With no other business, the meeting was adjourned at approximately 5:56 p.m.

Respectfully submitted,

Anthony Brown  
City Administrator