



PERSONNEL COMMITTEE MEETING

January 21st, 2025

Via Zoom

4 PM

Meeting Minutes

ITEM 1 Call to Order

Chair Councilor William Emheiser called the meeting to order at 4:03PM with Councilors Norman Belanger, Doris Ortiz, and Scott Whiting present via zoom. Also present in the City Hall 2nd Floor Conference Room (and via zoom) were Diana DePaolo (Director of Human Resources), Shelly Gibson (Deputy Director of Human Resources), and Daniel Hammond (Safety & Training Coordinator).

ITEM 2 Approval of Minutes

Councilor Ortiz made a motion to approve the minutes from December 17th, 2024. Councilor Belanger seconded the motion. The motion was approved unanimously.

ITEM 3 Discussion

3.a Incident Review Policy

Daniel Hammond gave an overview of the brief and policy, highlighting the end goals of both preventing injuries and qualifying for the third tier of MMA's Workers Compensation Safety Incentive Program. The latter is something that will ultimately save the City money in workers' compensation claims. To qualify for the third tier, a written review policy needs to be put into place. This policy works to ensure that Department Heads are aware of their responsibilities when an incident occurs (whether there is an injury or not), and also that the work is done to determine the root causes of any incidents and the prevention of any future incidents.

Daniel clarified that training will (at the start) likely be done at no cost by Safety Works, which gives everyone the same training and information at the start. After that, the City can use NeoGov which has a training specific course for the same purpose.

Councilor Belanger made several suggestions and requests to the policy. He asked that the policy clarify and narrow down what the City calls an incident that doesn't cause an injury, especially as they are almost always unplanned and unexpected.

When asked about the incident review team composition, Daniel shared that it is likely to be different for each incident based on who is available, where the incident occurs, etc. For the sake of the policy and general safety for the City, all supervisors should be trained and can then be present based on where and what happened with any given incident. As a follow up, Norm suggested that the policy clarify how that team is established. He also requested that a time frame be clarified when an incident does not require a physician's care and a deadline for when employee forms need to be completed.

Council Belanger asked if, as part of the incident analysis, a 4 hour time frame was feasible, and if not, to add 'whenever possible' to cover anything needed outside of that 4 hours. He asked where the City's Safety Committee is listed or defined and Daniel shared that it's on the City's website and largely includes DH I's and II's.

Councilor Withing asked if there were any administrative costs to the City for implementation of this policy and Daniel shared they were minimal (mostly paper copies and snacks).

Within the section that outlines Department Heads/Supervisors responsibilities, Council Emheiser recommended changing ‘training employees on procedures and policies’ to ‘*ensure* that employees are trained...’

Daniel clarified that a copy of the first report of injury always goes to him and that once the policy is in place each time a first report of injury is recorded, an incident review should take place. He plans to work closely with Department Heads and supervisors as the City moves through the first year of this policy being in place. The goal is for Department Heads to be aware of each incident, however, based on the circumstances of the incident, they are not likely to be directly involved with each incident review. While Bill recommended moving some of the Department Head responsibilities for reporting to the STC responsibilities, Daniel explained that this may not make sense as incidents often occur outside of City Hall hours and Department Heads already have processes in place to ensure the timely reporting of incidents.

Councilor Whiting made a motion to approve the policy with the above edits, Councilor Ortiz seconded the motion. The motion was approved unanimously.

ITEM 4 Other Business

Councilor Emheiser requested that, for the next Personnel meeting, Diana, in collaboration with Shelly and Jim, consider ways in which additional employees can be recognized at City Council meetings. Often there is a swearing in or promotion taking place that highlights PD and Fire, but Rec, City Hall, and PW employees are not recognized in similar ways. This could include promotions, retirements, other successes, etc.

Bill also requested that he and Diana give a monthly update regarding the City Manager search. Diana shared that recently, a lot of supporting documentation for the City has been put together and shared with Strategic Government Resources to lay the groundwork for the process. Their team will be reaching out to schedule stakeholder interviews with the search committee, Council, and Department Heads in the coming weeks.

ITEM 5 Adjourn

Councilor Belanger motion to adjourn at 4:27 PM, Councilor Ortiz seconded the motion; the motion was approved unanimously.

Personnel Committee Members:

- Councilor William Emhiser, Chair
- Councilor Norman Belanger
- Councilor Doris Ortiz
- Councilor Scott Whiting