

**LABOR RELATIONS COMMITTEE MINUTES**

The Labor Committee met on Monday, December 14, 2020 at 6:15 p.m. over GoToMeeting.

Present: Shawn Mueske ..... Chair  
Fernando Alvarado ..... Council Member  
Vicki Davis ..... Council Member  
Kathy Schwantes ..... Council Member

Others present: Human Resource Director Samantha Beckman and Council Member-Elect Justin Ask.

Item No. 1      Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

Item No. 2      2021 Handbook/Policy Updates (Motion)

Staff presented The City of Willmar’s Personnel Policy with a few standard updates for next year including League suggestions and also some confusing language being clarified. There is also a proposed new Criminal Background Check Policy, vacation time donation option, and an alignment of sick leave cash out amounts. A motion was made Council Member Alvarado, seconded by Council Member Davis and passed to approve the updated 2021 Personnel Policy as presented.

Item No. 3      Miscellaneous (Information & Motion)

Staff reported that 15% of city staff have contracted COVID over the last 9 months and 12% contracted it in the last 5 weeks.

Staff also brought up the possibility of posting the Assistant Finance Director position to accept applicants since it has now been approved in the 2021 budget which the committee was favorable to.

The question was also asked if the search process has begun for the next City Administrator. A motion was made Council Member Schwantes, seconded by Council Member Davis and passed to begin the search process as soon as possible through an external consultant for the next City Administrator.

There being no further business to come before the Committee, the meeting was adjourned at 6:46 p.m. by Council Member Mueske.

Respectfully submitted,

*Samantha Beckman*

Samantha Beckman  
Human Resources Director