

PERSONNEL COMMITTEE

AUGUST 10, 2020

The meeting was held at the Hilton Garden Inn because it was held prior to the City Council Public Hearing.

The meeting was called to order at 5:48 p.m. by Chairman Cory Kuhlman. Committee members present were Cory Kuhlman, Jim Matuszak, and Tim McCarthy. Also present were Bridgette Kabat, City Administrator, Laura Alkire, Law Director, and Kelly Chalfant, Human Resources Manager.

NEOGOV SOFTWARE

Mr. Kuhlman called attention to an email Committee members received from Ms. Chalfant regarding the need for the NeoGov software. Mr. McCarthy said he clearly understands the need for the Onboarding software, but has questions about the Learn module. The Committee discussed the Learn component of the software, specifically whether it would be worth the cost. Ms. Chalfant said that the implicit bias training that City employees received last year cost \$8,500. She explained that the Learn module would allow employees to do training when it was convenient for them without having to be out of the office. Mr. Kuhlman said he is all for educating employees as long as it will be used. Mr. Matuszak questioned how you would know employees are actually viewing the videos. Ms. Chalfant stated that there are quizzes at the end of the videos. Mr. Matuszak asked about the consequences of not passing the quiz, and Ms. Chalfant said the employee would have to redo it. Mr. McCarthy asked if there is a report that could be provided to show how much the training is being used. Ms. Chalfant said that there is. Mr. McCarthy said that it's a two-year commitment and if after the two years it is not being used, we can discontinue it.

The Committee agreed 3-0 to recommend approval of the agreement with NeoGov in the amount of \$36,578.50 which is for two years of the Onboard and Learn modules and includes \$2,000 for integration costs.

OTHER BUSINESS

Ms. Chalfant stated that four applications have been received for the Law Director's position, and sixteen applications have been received for the City Engineer position.

There being no further business, the meeting adjourned at 6:07 p.m.

Respectfully submitted,

Cory Kuhlman, Chairman
Personnel Committee

Next regular meeting: Tuesday, August 25, 2020 at 5:00 p.m.