

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on November 4, 2013, in the Council Chambers at the Willmar Municipal Utilities.

Present: Steve Ahmann Chair
Denis Anderson Member
Ron Christianson Member
Jim Dokken Member
Charlene Stevens City Administrator

Others present included City Clerk Kevin Halliday, City Attorney Robert Scott, Mayor Frank Yanish, and Council Members Bruce DeBlieck and Audrey Nelsen.

Item No. 1 Call to Order

The meeting was called to order Council Member Ahmann at 6:00 p.m.

Item No. 2 Hiring and Interviewing Standards and Best Practices Training

City Attorney Scott informed the Committee that the purpose of the training is to find the best candidate and avoid legal and/or contractual claims.

Mr. Scott presented an overview of the hiring process noting the need to: a) assess the need to hire for the position, b) conduct a job position analysis, posting and advertising criteria, and application review and preliminary evaluation, and prepare for the interview process; and c) conduct post interview testing and examinations.

Mr. Scott then reviewed with the Committee the process for conducting interviews. He noted the hiring process regulations and applicable laws including civil rights acts, EEO and ADA, Equal Pay Act, Pregnancy Discrimination Act, Fair Credit Reporting Act including City Charter Section 2.08 and City Code Section 2-37.

Council Member Ron Christianson arrived at the meeting at 6:10 p.m.

Mr. Scott noted the purpose of the interview process is to a) gather job-related information about the candidate, b) appear professional and organized to candidates – portray a desirable work environment, and c) avoid any employment claims.

Mr. Scott further noted the need to establish an interview panel with different expertise, social backgrounds and levels of management (if quorum or more of City Council present, then interview must be open). He suggested interview questions should be narrowly tailored and not personal if unrelated to job types: behavioral, situational, factual, attitudinal, reflective and self-appraisal.

Mr. Scott handed out questions to be “avoided” and offered practical tips like treating applicant respectfully, providing a warm, nonjudgmental interview environment. He offered warnings not to discuss interviews nor interact with job candidates outside of the interview, before or after hiring and refer calls to the City Administrator if contacted.

Mr. Scott informed the group that Data Practices generally place applicant data as private data with certain data public after top selections are made. The Council was informed that all interview notes must be maintained in the application file.

Upon answering Council questions the meeting was adjourned at 6:42 p.m. on a motion by Council Member Anderson, seconded by Council Member Christianson, and carried

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin Halliday". The signature is written in a cursive, flowing style with some loops and flourishes.

Kevin Halliday,
City Clerk