

COMMITTEE ON HUMAN RESOURCES/INSURANCE

September 3, 2024 at 5:30 PM

Chairman E. Sapienza called the meeting to order.

The Clerk called the roll.

Present: Aldermen E. Sapienza, Kantor, Vincent, T. Sapienza (late), Burkush

Messrs.: L. Drabik

1. HR Reports submitted by Lisa Drabik, Human Resources Director:
 - Position Summary Report
 - Vacancy Requisition Requests and Approvals
 - Summary of Arbitrations/Grievances
 - Sapphire SmartShopper Report
2. Communication from the HR Director informing the committee of the selection of KGA, Inc. as the city's new Employee Assistance Program (EAP) provider effective February 1, 2025.
3. Communication from the HR Director requesting the following changes to the department's complement:
 - Add one (1) part-time Administrative Assistant II, Grade 13
 - Un-fund one (1) part-time Administrative Assistant I, Grade 12

Chairman E. Sapienza asked is this in response to the workload. Is this going to help you with your workload?

Lisa Drabik, HR Director, answered yes. I will be able to ask this employee to handle our new recruitment system and the things that are going to be needed. Right now, it would fall outside of her job description if you will.

Chairman E. Sapienza asked what is it called.

Ms. Drabik replied we are implementing a new recruitment platform effective mid-September. This will allow our Administrative Assistant who right now mans the front desk and does Administrative Assistant I duties to assist us with that new platform.

*On motion of **Alderman Burkush**, duly seconded by **Alderman Vincent**, it was voted to approve.*

*There being no further business, on motion of **Alderman Vincent**, duly seconded by **Alderman Kantor**, it was voted to adjourn.*

A True Record. Attest.



Clerk of Committee