



Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE PERSONNEL COMMITTEE

The Regular meeting of the Village of Weston Personnel Committee, composed of five (5) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston, on **Monday, July 18, 2016, at 4:30 p.m.** to consider the following matters:

A. Opening of Session.

1. Meeting called to order by Committee Chair/Trustee Porlier at 4:30 p.m.
2. Clerk will take attendance and roll call.
3. Request for silencing of cellphones and other electronic devices.

B. Correspondence and comments from the public.

4. No scheduled visitors.

C. Presentations.

5. No scheduled presentations.

D. New Business.

6. [Approve Minutes from Personnel Committee meeting of June 20, 2016.](#)
7. Discussion about using foreign student workers (J1 Students) at the Weston Aquatic Center in fy2017.
8. [Adding a full-time employee dedicated exclusively to human resources functions at the Village in fy2017.](#)
9. [Health Insurance Update.](#)

E. Convene into closed session under Wisconsin State Statutes 19.85 (1) (c) for the purpose of considering the employment, compensation, or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility:

5. Discuss personnel evaluations, performance reviews, and pay raises for all Village employees, in addition to reviewing the Village's pay matrix and classification and compensation policies.
6. Reconvene into open session and take action on items discussed in closed session, if necessary.

F. Reports.

12. Clerk
13. Administrator

G. Remarks from Trustees (No Board action will be taken for this agenda item).

H. Remarks from the President (No Board action will be taken for this agenda item).

I. Discuss items to be included for next agenda (No Board actions will be taken for this agenda item).

J. Set next regular meeting date for Mon, August 15, 2016.

K. End of Session -- Adjourn.

WITNESS: My signature this 15th day of July 2016.
Sherry Weinkauf, Clerk

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 6/17/2016 @ 4:15 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 07/15/2016 @ 4:15 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Personnel Committee. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center at 715-359-6114, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.

Village of Weston, Wisconsin
REGULAR MEETING OF THE PERSONNEL COMMITTEE
July 18th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.6.



Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PERSONNEL COMMITTEE

Monday, June 20, 2016, at 4:30 p.m.

A. Opening of Session.

- 1. Meeting called to order by Trustee Porlier at 4:30 p.m.**
- 2. Clerk will take attendance and roll call.**
Roll call indicated 5 members present.

Member	Present
Porlier, Mark	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

Village Staff in attendance: Weinkauff and Guild. Trustee White was also in attendance.

- 3. Request for silencing of cellphones and other electronic devices.**
Porlier requested the silencing of cellphones.
- 4. Acknowledgment of visitors if any.**
There were no visitors present.

B. Comments from the public on matters pertaining to committee business and oversight.
No comments.

C. Presentations.
No presentations.

D. Convene into closed session under Wisconsin State Statutes 19.85 (1) (c) for the purpose of considering the employment, compensation, or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility:

- 5. Discuss personnel evaluations, performance reviews, and pay raises for all Village employees, in addition to reviewing the Village's pay matrix and classification and compensation policies.**

Motion by Berger, second by Pagel to convene to closed session at 4:31 p.m.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

Trustee	Voting
Porlier, Mark	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

- 6. Reconvene into open session and take action on items discussed in closed session, if necessary.**

Motion by Pagel, second by Hegg to reconvene from closed session at 5:59 p.m. No action was taken in closed session.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

Trustee	Voting
Porlier, Mark	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

E. Business Items for consideration, discussion, and action.

7. Meeting minutes from April 18, 2016.

Motion by Berger, second by Penza to approve the meeting minutes from April 18, 2016.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

Trustee	Voting
Porlier, Mark	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

F. Reports.

8. Clerk/Employee Resources Manager

No comments.

9. Administrator

No comments.

F. Remarks from Committee; discuss items to be included for the next Personnel Committee agenda.

No comments.

G. Set next meeting date for Mon, July 18, 2016.

H. Announcements.

No comments.

J. Adjourn.

Porlier adjourned the meeting at 6:00 p.m.

Sherry Weinkauf, Village Clerk

Village of Weston, Wisconsin
REGULAR MEETING OF THE PERSONNEL COMMITTEE
July 18th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.8.



June 29, 2016

Personnel Committee
Village of Weston

RE: Request for Agenda Topic

Daniel and fellow Personnel Committee Members,

I am writing this letter to request a topic be added to the July agenda. I believe the role of Personnel Committee member is to provide input and make recommendations that may warrant Board consideration.

During the course of the last year I have listened to the challenges of the Village administration in dealing with topics such as hiring, performance evaluation, matrix definition and job classifications, etc. Over that same time span I listened about the long range economic development planning discussed at Board meetings, a cascading series of tasks that require time sensitive actions. Last month I heard at the June Personnel Committee meeting that staff resources are unavailable to accomplish both personnel issues and primary duty responsibilities within the timelines initially proposed.

The solution seemed to be to create more time for department managers. I am familiar with Lean Manufacturing techniques-but I want to know "how lean is lean?" I believe time management solutions can always be found to facilitate continual improvement, but at some point the goal is micro improvement. I think that it's time to evaluate the current circumstances holistically. It is possible the Village has more tasks than resources!

I would like to propose this committee explores the concept of hiring an individual whose primary duties are personnel related.

I ask each committee member to evaluate their current employer's handling of Human Resource management and compare that with the way the Village currently manages its most valuable commodity. My last place of employment (I'm retired by the way) had a great HR staff, but it was located 250 miles away and never in 15 years did I feel the complete influence of their skill set.

I have done about two hours' worth of research (internet and emails) to look at how similar sized communities in Wisconsin handle their Human Resources. A brief overview is attached.

The question really becomes "How do the current circumstances in the Village of Weston warrant the staff size and composition?" I believe it is reasonable for the discussion to begin in this committee.

Respectfully submitted.

Donald J Penza
Weston Personnel Committee.

RE: Human Resources question

Dave Schornack <dschornack@village.germantown.wi.us>

Wed 6/29/2016 8:05 AM

Inbox

To: Don Penza <dpenza@westonwi.gov>;

Good luck Don
Dave

Sent via the Samsung GALAXY S® 5, an AT&T 4G LTE smartphone

----- Original message -----

From: Don Penza <dpenza@westonwi.gov>

Date: 6/29/2016 8:02 AM (GMT-06:00)

To: Dave Schornack <dschornack@village.germantown.wi.us>

Subject: Re: Human Resources question

Dave

Thanks for your prompt reply. I intend to use the information I gathered to start a discussion in our committee about the ongoing requirements of HR within our village. It appears the transition from the doldrums of the economic recession is creating some challenges for a lot of communities. In our case, we have a lean administrative staff that is focusing on strategic development while we still struggle with implementation of HR projects post Act 10. Hopefully we can emulate the way successful communities do it.

Thanks again

Don Penza

Village of Weston Personnel Committee citizen member

From: Dave Schornack <dschornack@village.germantown.wi.us>

Sent: Tuesday, June 28, 2016 9:40:03 AM

To: Don Penza

Subject: RE: Human Resources question

Don

Up until about eight or nine years ago, we had an Assistant to the Administrator. A part of that position's responsibility was human resources. That position has not been filled since that time basically due to financial constraints. So, the human resource function has been performed by basically three persons, the Finance Director, Deputy Treasurer and the Village Administrator. We all do some of the work.

Hope this helps.

Dave

David R. Schornack
Village Administrator
Village of Germantown
PO Box 337
N112W17001 Mequon Road
Germantown, WI 53022
262-250-4750
262-253-8255 Fax

dschornack@village.germantown.wi.us



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Village of Germantown, Confidentiality Notice:

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From: Don Penza [mailto:dpenza@westonwi.gov]
Sent: Monday, June 27, 2016 9:14 PM
To: Dave Schornack <dschornack@village.germantown.wi.us>
Subject: Human Resources question

Mr Schornack

I am a citizen member of the Personnel Committee for the Village of Weston. Like all communities we are experiencing the challenges of staffing our government. I am in the process of gathering information to bring to a future committee meeting regarding the role of Human Resource management. In our community we have assigned the role to our Village Clerk. I am researching how similar sized villages handle their personnel management. I cannot see a reference on your municipal website that describes who carries that responsibility. Would you be willing to help me complete my study and define where that role is handled in Germantown?

6/29/2016

RE: Human Resources question - Don Penza

Regards,
Donald J Penza
Weston WI

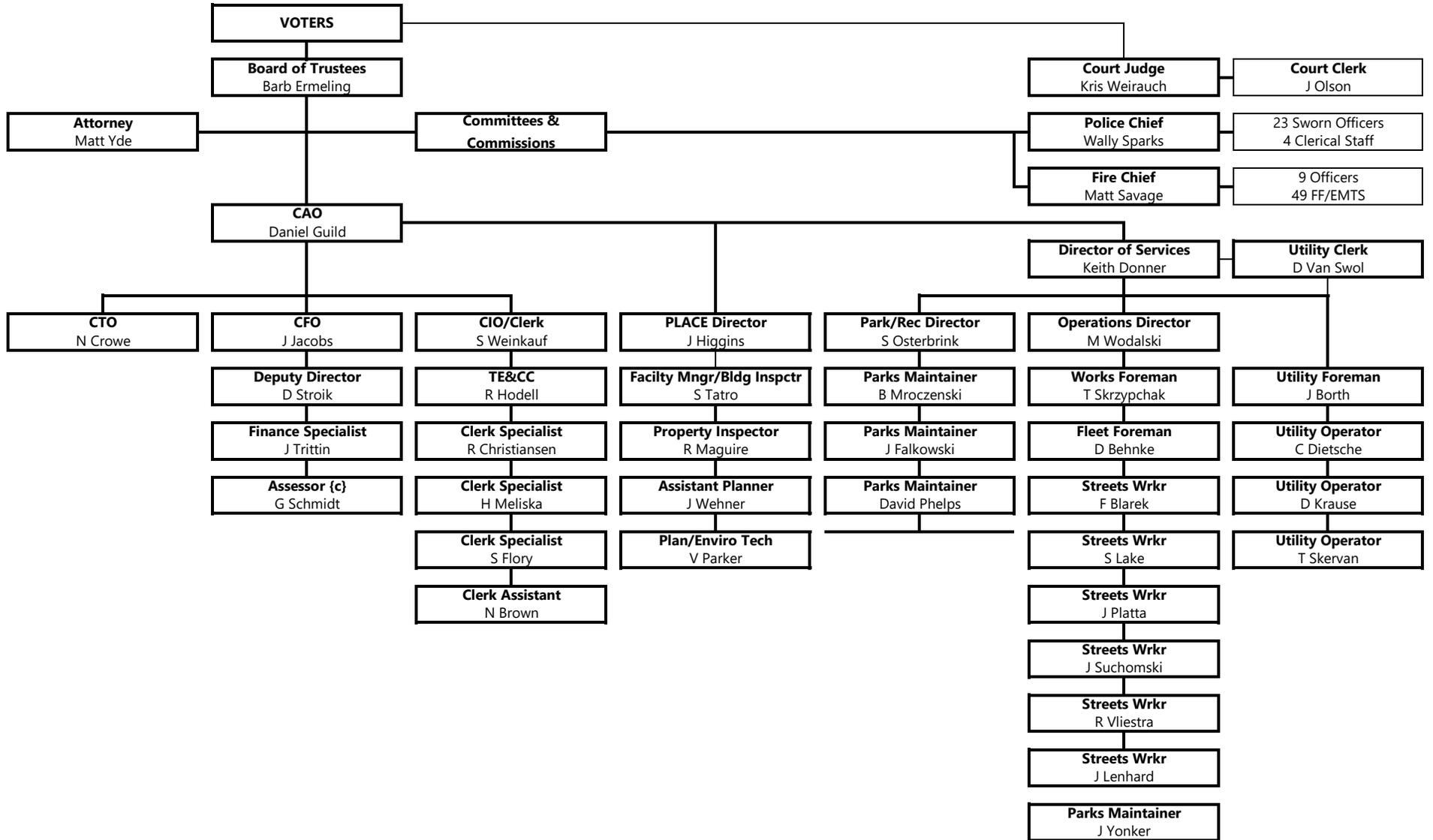
Cities in WI with population between 14000 and 19000 in 2014

Village Name	Population 2014	HR position	Note
Marshfield	18,691	Human Resources Manager/Assistant to the City Administrator	
Middleton	18,671	City Admin/City Clerk/HR Asst	Mayor & City Admin
Onalaska	18,385	HR Director	
Cudahy	18,341	HR Dept. Human Resources Specialist	
Wisconsin Rapids	17,966	HR Dept.	Our helpful staff consists of a Human Resources Director, Human Resources Assistant and a Benefits Coordinator.
Menasha	17,604	Personnel Dept.	The Human Resource Department oversees the Safety Committee. The Human Resource Director is also the City Attorney and Risk Manager.
Beaver Dam	16,536	Administrative Committee Director of Admin and 4 alderpersons	The personnel office conducts or oversees a wide range of human resource functions include recruitment, compensation, benefit administration, wage studies, official records, and similar functions. It participates in and supports the collective bargaining process with city employee unions, it keeps the city's personnel policy and practices manual and its classification manual. The personnel officer also supports the Administrative Committee of the Common Council on all employment matters.
Oconomowoc	16,319	Administrator	Serving as personnel officer for the city
Menomonie	16,237	HR/Payroll Clerk	Office of Controller/Treasurer
Kaukauna	15,799	HR Director	The Personnel Department is responsible for recruiting, testing and selecting employees for vacant positions which are not subject to Wisconsin State Statutes Chapter 62.13; negotiating and administering all bargaining unit labor contracts; assuring compliance with all applicable Federal and State labor laws and unemployment regulations; administering employee tuition program and employee assistance program.
River Falls	15,175	HR Dept	HR Director, HR Coordinator, HR Asst
Whitewater	15,040	City Manager	Responsible for effective recommendations in areas of policies, planning, administering community services, community development, public safety, administrative services, financial planning, and human resources. City Mgr. Asst City Mgr. & Executive Asst.
Hartford	14,280	Administrative Dept/Personnel	Administrator/Executive Asst.

Villages in WI with population between 14000 and 20000 in 2014

Village Name	Population 2014	HR position	Note
Pleasant Prairie	20,400	Human Resources Director	Provide professional support and quality services to all Village of Pleasant Prairie's employees and elected officials with integrity, responsiveness and sensitivity. To recruit qualified individuals, retain valuable employees, promote individual success and increase overall value to the organization, provide and promote a safe and healthy work environment, inspire and encourage employees through effective communication and provide feedback, provide guidance and informative resources as it relates to benefits, policies and procedures and responsible for ensuring compliance with local, state and federal employment laws and labor contracts.
Germantown	19,901	email to admin Dave Schornack	Human Resource function has been performed by basically three persons, the Finance Director, Deputy Treasurer and the Village Administrator (see email string)
Howard	18,987	Assistant Village Administrator	
Ashwaubenon	17,111	Village Administrator & Admin Asst.	Administrative Dept. Staff includes the Village Manager and Administrative Secretary. Also included in Administration is the Executive Secretary who serves the Village President and the Village Board. The Village of Ashwaubenon utilizes contract Attorney, Planning, TIF and Economic Development services to augment Village Staff in addressing Village needs in these respective areas of expertise.
Bellevue	15,215	HR department under Admin on org chart	
Weston	14,988		
Greendale	14,332	Village Administrator & Admin Asst.	The mission of the Village Manager's office is to exercise leadership in planning, coordinating, staffing, developing and controlling the activities of all municipal functions to accomplish Village goals and policies as determined by the Village President and Board of Trustees.
Whitefish Bay	14,122	email to admin	No reply
Allouez	13,943	email to admin Brad Lange	Recruitment, job descriptions, and interviews are typically handled by each department head and Village Administrator (depending on the position). Once we complete the interview and make an offer, our Accounts Payable staff member goes through all the benefits and safety information with that individual. Any discipline measures are typically done by Department Head and the Village Administrator.

Village of Weston Organization Chart 2016



Village of Weston, Wisconsin
REGULAR MEETING OF THE PERSONNEL COMMITTEE
July 18th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.9.





**VILLAGE OF WESTON
LOSS RATIO - CALENDAR YEAR**

MONTH	PAID CLAIMS*	PREMIUM	ACTUAL LOSS RATIO	PROJECTED LOSS RATIO**
Plan Year Beginning November 2015				
November	44,224	54,000	82%	82%
December	132,260	52,840	250%	253%
January	71,443	52,840	135%	138%
Quarter 1	\$ 247,928	\$ 159,679	155%	157%
February	35,867	53,889	67%	69%
March	221,984	53,889	412%	440%
April	44,598	55,050	81%	107%
Quarter 2	\$ 302,449	\$ 162,829	186%	205%
Total 2015/2016	\$ 550,377	\$ 322,508	171%	181%
Ongoing Loss Ratio	\$ 550,377	\$ 322,508	171%	181%
Administrative Ratio			8%	8%
Combined Ratio			179%	189%

Claims are not a reliable predictor of how well a group is running when there are fewer than 100 contracts in a group and less than 24 months of experience. Credibility is the measure of the reliability of a group's own experience. Groups that are small in size are subject to greater fluctuations in claims experience than larger groups. The number of members and number of months of experience are used to determine credibility. Village of Weston currently has 54 contracts and 154 members. The information shown in the above report reflects 6 months of experience making your group's experience 14% credible. That means 14% of the claims can be expected to repeat while 86% of the claims are subject to fluctuations.

*Claims are incomplete. The above reported claims reflect only what has been received and paid as of June 1, 2016. Claims are usually fully received and paid after five months.

**Completion factors (runout) are applied to paid claims to calculate projected loss ratio. The projected loss ratio is an estimate of the group's performance after all claims for a specific period of time have been received and paid. It is a more accurate method of estimating a group's performance than simply using paid claims to calculate loss ratios.



**VILLAGE OF WESTON
UTILIZATION
CONTRACT YEAR BEGINNING 11/1/2015**

TYPE OF SERVICE	PAID CLAIMS*			GROUP'S % OF TOTAL	GHC'S % OF TOTAL
	NOV-JAN	FEB-APR	TOTAL		
Physician Services:					
Primary Care	\$ 15,253	\$ 10,295	\$ 25,548	5%	9%
Specialty Care	57,428	41,884	99,312	18%	21%
Out of Area	-	-	-	0%	0%
Chiropractic Services	130	103	233	0%	0%
Inpatient Hospital/Nursing Home	41,881	127,014	168,895	31%	15%
Pharmacy	9,925	8,890	18,815	3%	12%
Optical	1,080	1,621	2,701	0%	0%
Laboratory	13,506	9,281	22,787	4%	6%
Radiology	4,346	8,392	12,738	2%	5%
Emergency Room/Urgent Care	8,665	26,606	35,270	6%	7%
Ambulance Services	-	1,668	1,668	0%	0%
Mental Health / AODA	7,118	0	7,118	1%	1%
Outpatient Services/Surgery	77,687	61,564	139,251	25%	20%
Home Health Care	1,354	360	1,714	0%	0%
Physical/Occupational/Speech Therapy	6,752	4,772	11,524	2%	2%
Durable Medical Equipment	2,802	-	2,802	1%	1%
Other	-	-	-	0%	0%
Total Claims	\$ 247,928	\$ 302,449	\$ 550,377	100%	100%
Administrative Costs & Reinsurance	13,949	14,198	28,147		
Total Cost	\$ 261,876	\$ 316,648	\$ 578,524		

*Claims are incomplete. The above reported claims reflect only what has been received and paid as of June 1, 2016. Claims are usually fully received and paid after five months.

Run Date: 6/10/16

Company Name:	Village of Weston/Everest Metro PD/SAFER	Target Date	Who's Responsible	Completion Date
Effective Date:	10/01/2016 Medical Renewal			
180 days out	Pre-renewal meeting/discussion: <ul style="list-style-type: none"> ▶ review current plan design(s) ▶ discussion re possible other plan options ▶ discuss contribution level & funding options (HRA) ▶ any current carrier concerns □ request census to shop ACA plans or for loading FormFire □ request copy of current bill □ request last qtr. wage & tax statement (with employees indicated if FT, PT, Seasonal or Termed) 	06/01/2016 to 07/15/2016	Spectrum will schedule meeting	Meeting set for 07/12/2016
	Receive census to shop the market	7/1/2016	Client	6/21/2016
	Receive copy of current carrier billing statement and last Qtr. Wage & Tax statement	7/20/2016	Client	
	Quote ACA plans or load FormFire and send client the new or renewing letter from FormFire to give to employees	NA	NA	NA
90 days out	Receive current carrier renewal, reach out to client **Renewal may come at 60 days**	08/01/2016	Spectrum	
	Send Employer Agreements and any other information to client to review and sign for marketing plan(s)	7/15/2016	Spectrum	
	Employees to complete FormFire applications	07/18/2016	Client	
	Employer to return signed Employer Agreements and any other documents needed to send to markets	7/20/2016	Client	
	Send FormFire applications and Employer materials to markets	7/22/2016	Spectrum	
60 days out	Review ACA and/or underwritten quotes & plans received from markets, spreadsheet and prepare for client meeting	8/15/2016	Spectrum	
	Set up meeting time with client	8/15/2016	Spectrum will schedule meeting	
	Present quotes to client	08/15/2016 to 8/19/2016	Client/Spectrum	
	Decision made on what plan(s) are to be offered to the employees and any contribution/funding changes	8/31/2016	Client	
	Hold employee meetings (if needed)	09/01/2016 to 9/9/2016	Client/Spectrum	
30 days out	Continue employee meetings (if needed)	09/01/2016 to 9/9/2016	Client/Spectrum	
	Collect and submit any employee plan choice paperwork and any other needed materials to finalize renewal and any contribution/funding change paperwork	9/15/2016	Client	
	Submit employee plan choice paperwork and any other needed materials to finalize renewal and any contribution/funding changes paperwork	9/17/2016	Spectrum	