



Village of Weston, Wisconsin

ATTENTION – NOTICE OF PUBLIC MEETING

- Meeting of: **HUMAN RESOURCES COMMITTEE**
- Members: **Nate Fiene [c], Hooshang Zeyghami, Robin Hegg, Fred Schuster, and Ryan Simmons**
- Date/Time: **Monday, June 3, 2019 @ 4:30 P.M.**
- Location: **Weston Municipal Center (5500 Schofield Ave) – Village Hall**
- Agenda: **The agenda packet will be emailed out 3 days prior to the meeting, and posted on the Village website at www.westonwi.gov.**
- Attendance: **All Village officials are encouraged to attend. Human Resources Committee members and Department Directors, please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum.**
- Questions: **Sherry Weinkauf, Clerk
sweinkauf@westonwi.gov
715-359-6114**

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Human Resources 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, by 12 noon the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING AGENDA OF THE HUMAN RESOURCES COMMITTEE**

The Committee will hold a meeting on the date, time and location listed.

The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the Committee's next regular monthly meeting on **Monday, June 3, 2019 @ 4:30 p.m.** at the Weston Municipal Center, 5500 Schofield Avenue, Weston, WI 54476.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. 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. No officials' actions other than those of the Human Resources Committee shall take place.

AGENDA ITEMS.

1. Call to Order & Welcome by Chairperson Fiene.
2. Roll Call by recording secretary.
3. [Approval of minutes from previous meeting: April 1, 2019.](#)
4. Public comments.

NEW BUSINESS.

5. Discussion and possible action on employee requests to work reduced hours.
6. [Cellular phone stipend reimbursement.](#)
7. [Business writing training Agreement with UW-Stevens Point](#)
8. Recruitments Update
 - a. Economic Development Coordinator
 - b. Deputy Director of Public Works
 - c. Public Works Maintainer/Operator
9. [Acknowledge EAP 1st quarter Utilization report.](#)

FUTURE ITEMS.

10. Next meeting date: July 1, 2019
11. Topics for future meetings
12. Remarks from Staff
13. Remarks from Committee members
14. Announcements

ADJOURNMENT.

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING MINUTES OF THE HUMAN RESOURCES COMMITTEE

Monday, April 1, 2019 @ 4:30 p.m.

- 1. Call to Order & Welcome by Vice-Chairperson Ostrowski.**
Meeting was called to order by Vice-Chairperson Ostrowski at 4:30 p.m.
- 2. Roll Call by recording secretary.**

MEMBER	PRESENT
Sparks, Wally	NO
Ostrowski, Kevin	YES
Porlier, Mark	NO
Schuster, Fred	YES
Hegg, Robin	YES

Village staff in attendance: Keith Donner, Shawn Osterbrink, Jessica Trautman, Jenna Trittin, and Michael Wodalski.

- 3. Approval of minutes from previous meeting March 4, 2019.**

Motion by Hegg, second by Schuster to approve the meeting minutes of March 4, 2019.

Yes Vote: 3 No Votes: 0 Abstain: 0 Not Voting: 2 Result: Pass

Trustee	Voting
Sparks, Wally	----
Ostrowski, Kevin	YES
Porlier, Mark	----
Schuster, Fred	YES
Hegg, Robin	YES

- 4. Public comments.**
There were no public comments.

PRESENTATION

There were no presentations.

NEW BUSINESS

- 5. Discussion and possible action on compensation for Aquatic Center Manager/Public Works Maintainer position**
Donner and Osterbrink provided some background on the Aquatic Center Manager position. The proposal is to classify the Aquatic Center Manager position as an exempt position for 16 weeks with a wage of \$31.68 per hour for that period. For the period before and after the 16-week season, the position would be classified as a Public Works Senior Operator and would be non-exempt with a wage in Grade I. Schuster questioned if the compensation increase should apply for more than 16 weeks and Hegg questioned the

percentage of time that the position is recruiting. Osterbrink explained that the proposed period of 16 weeks includes the additional time needed for recruitments and other duties during the main season. Osterbrink clarified Mroczenski is able to complete recruitment and other preparatory work outside of the 16-week season during the normal work day. Hegg asked if Mroczenski agreed with the proposal. Donner stated he met with Mroczenski the previous week, as well as meeting with Mroczenski, Wodalski, and Osterbrink on Monday, and Mroczenski was in agreement. The committee recommended the change take effect the same time annually and recommended it take effect the second Monday in May of each year.

Motion by Schuster, second by Hegg to recommend the Village Board approve reclassifying the Aquatic Center Manager position to Grade K at a rate of \$31.68/hour and as an exempt position for the 16-week summer season for the period beginning the second Monday in May of each year, subject to fund availability.

Yes Vote: 3 No Votes: 0 Abstain: 0 Not Voting: 2 Result: Pass

Trustee	Voting
Sparks, Wally	----
Ostrowski, Kevin	YES
Porlier, Mark	----
Schuster, Fred	YES
Hegg, Robin	YES

6. Recruitments Update

a) Economic Development Coordinator

Donner stated 4 candidates were interviewed last week and an offer was made. The first offer made was declined, but staff is reviewing the rest of the candidates. Hegg asked if we knew why the offer was declined. Donner stated that during the interview the candidate stated he had other interviews as well.

b) Utility Superintendent

Wodalski updated the committee that this position has been filled and that Josh Swenson will start Wednesday.

c) Deputy Clerk

Weinkauf interviewed 4 candidates and has made a recommendation on the preferred candidate. Donner and other staff will be meeting with the recommended candidate tomorrow.

Donner stated that the next positions to be hired for are the Deputy Public Works Director and a Public Works Operator.

RESOLUTIONS & ORDINANCES.

There were no Resolutions or Ordinances.

FUTURE ITEMS.

7. Next regular meeting date: May 6, 2019.

8. Topics for future meetings.

There were no topics for future meetings discussed.

9. Remarks from Staff.

Donner updated the committee that staff is looking into the business writing course being scheduled for Veteran's Day.

10. Remarks from Committee members.

Hegg may not be present for the next meeting.

11. Announcements.

There were no Announcements.

ADJOURNMENT

The meeting was adjourned by Vice-Chairperson Ostrowski at 5:06 p.m.

**VILLAGE OF WESTON, MARATHON COUNTY,
WISCONSIN
5500 SCHOFIELD AVENUE, WESTON, WI 54476**

Human Resources Committee – 6/3/2019

From: Sherry Weinkauff, Clerk and Keith Donner, Administrator

Question: Should the Human Resources Committee make a recommendation to the Board of Trustees to approve amending Sec. 10.03(6) Cellular Phone Stipend Reimbursement?

Background

With several new hires, title changes, as well as missing staff members, we are proposing to amend the cellular phone stipend reimbursement policy to add several positions (Clerk, Prop. Insp., Ec Dev Coord, and Util. Supt.), eliminate the Assistant to the Administer position and Taxpayer Engagement Coordinator, and add the Public Relations/Employee Resources Assistant (ERA).

Public Review: No Prior Official Review.

Fiscal Impact: Clerk - \$300 from Clerk General fund – Office Supplies
Property Insp. – included in 2019 budget
Ec Dev. Coord. - \$300 from TIF Funds
Utility Supt. - \$300 from Water and Sewer budgets
Public Relations/ERA – included in 2019 budget

Recommendation: To make a recommendation to the Board of Trustees to approve amending Sec. 10.03(6) Cellular Phone Stipend Reimbursement.

Recommended Language for Official Action

I recommend to the Board of Trustees to approve amending Sec. 10.03(6) Cellular Phone Stipend Reimbursement.

Are there additional reference documents which have been attached to this report?

Sec. 10.03. Cellular Phone Policy.

- (1) Background: The Village recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a cellular (cell) phone, smartphone, tablet or another mobile computing device, hereafter referred to collectively as mobile devices. In order to comply with IRS rules, as of January 1st, 2015, the Village will no longer provide mobile device service to individual employees, unless otherwise provided for through a written employment agreement. Instead, the Village will begin issuing a Stipend for employees whose job duties require the use of a mobile device. This Stipend is meant to off-set the overall costs of the mobile device ownership, not cover those costs in full. The Stipend is not considered taxable income to the employee, but is seen as a reimbursement for the expense of ownership.
- (2) Purpose: The Village recognizes that the performance of certain job responsibilities may be enhanced by, or may require the use of a mobile device. Village employees will be given the opportunity to purchase and use a mobile device of their choosing at work for mutual convenience. The Village reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below. This policy is intended to protect the security and integrity of The Village's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. Village employees must agree to the terms and conditions set forth in this policy before connecting their devices to the Village's network.
- (3) Scope: This policy applies to all Village employees, and those whose job responsibilities may be enhanced by, or may require the use of a mobile device. The Village will not own mobile devices for the use of individual employees. Following the adoption of this policy, all Village owned phones will be for general, pooled departmental use, unless otherwise provided for through a written employment agreement.
- (4) Definitions:
 - (a) For the purpose of this policy, any portable electronic resource device that is used, in any measure, to make or receive wireless calls, is defined as a "cell phone".
 - (b) For the purpose of this policy, employees are defined as regular full-time employees, but may also include those people associated with the Village such as regular part-time employees, temporary, seasonal, appointed officials, elected officials, volunteers, and/or contractors if appropriate.
 - (c) Village issued push-to-talk devices, walkie-talkies, and pagers that do not have a cellular phone capability are excluded from the policy. The Administrator should approve issuance of such devices.
- (5) Use of Cellphones/Smart Devices by Village employees while at work:
 - (a) Employees will be permitted to use their personal cellular phones within the workplace, but within reason and given certain conditions and limitations.
 - (b) An employee who owns a cellular and/or mobile smart device may use the device for both business and personal purposes, as needed, and as appropriate throughout the workday. Use of the phone, during a work shift, in any manner contrary to Villages policies and expectations as well as local, state, or federal laws will constitute misuse, and could result in disciplinary action.

- (c) Employees may use their mobile device to connect to the Village's wireless network to access internet and other electronic resources necessary to perform their job duties. Employees may also access internet and other electronic resources for personal reasons, but should only do so while on break.
- (d) Employees will be expected to act maturely and responsibly with this privilege and also abide by the Village's computer and technology use policies while connected to the Village network with their mobile device.
- (e) While non-exempt employees are encouraged to connect their mobile devices to the Village's electronic email server, they may only download and / or access these emails during their scheduled work shift.
- (f) Employees may only use their mobile devices in lawful and safe settings, and must abide by all other Village policies (e.g. policies regarding safe use and operation of equipment and vehicles.) while in use.

(6) Stipend Reimbursement:

- (a) The following employees are eligible to receive a stipend as reimbursement for use of their individually-owned mobile device as a business expense.
 - i. Department Directors: Aquatic Center Manager, Finance Director, Parks Recreation and Forestry Director, Planning and Development Director, Public Works and Utility Director, ~~and the~~ Technology Services Director and Clerk/Employee Resources Manager.
 - ii. Other Exempt Employees: ~~Assistant to the Administrator,~~ Assistant Planner, Building Inspector/Facilities Manager, Property/Residential Inspector, Economic Development Coordinator, Deputy Finance Director, Deputy Director of Public Works and Utilities, Public Relations/Employee Resources Assistant ~~Taxpayer Engagement Coordinator and Utility Superintendent.~~
 - iii. Non-exempt Employees: Arborist/Forester, Fleet Lead, Municipal Maintenance Workers, Streets Lead, Utility Lead, and Utility Operators/Maintenance Workers.
- (b) Eligible employees interested in receiving the Stipend must request so in writing (see Appendix 10-A) to their Department Head who will review the request and pass his/her recommendation on to the Administrator for approval/denial.
- (c) The Stipend amount for eligible, exempt employees shall be \$50/monthly.
- (d) The Stipend amount for eligible, non-exempt employees shall be \$20/monthly.
- (e) The Village will pay only the Stipend amount and nothing more. The Stipend is neither permanent nor guaranteed. The Village reserves the right to remove an employee from Stipend eligibility and/or cancel the Stipend at any time. The Stipend shall end upon separation of employment with the Village. The Village shall not be responsible for any costs or fees associated with the mobile device service or contract, including cancellation charges.

- (f) The Stipend will be added to the eligible employee's regular paycheck after a request has been submitted and approved by the Department Director, Administrator, Technology Services and Finance Department.

(7) Compliance Requirements for Stipend Reimbursement:

- (a) As a condition of receipt of a cellular phone stipend reimbursement from the Village of Weston, all eligible employees are required to have a functioning cellular phone with them during their work shift. Phones must include both a voice and a text plan and have an active voicemail account feature.
- (b) Employees must provide their Department Director and the Employee Resources Manager with their current cell phone number, and immediately notify both parties if the number changes.
- (c) Employees should arrive for their work shift with a properly charged and functioning cellular phone capable of sending and receiving communications throughout the workday.

(8) Compliance Requirements for eligible, exempt employees:

- (a) Eligible, exempt employees are required to have a mobile device, which also includes a cellular data plan, in addition to the voice and text plan, and an active voicemail account feature requirement.
- (b) Eligible, exempt employees are required to be readily accessible for frequent contact, and/or critical contact with their colleagues and/or the public, and that accessibility extends to time away from work and/or may also involve on-call responsibilities.
- (c) Eligible, exempt employees will be asked to connect their mobile device (i.e., smart phone) with the Village's electronic mail server. Exempt employees must provide their mobile device to the Technology Services Director (i.e., Chief Technology Officer C.T.O.) to connect their device to the Village's electronic mail server.
- (d) All mobile devices anticipated to connect to the Village's data services, such as the Village's email system, must be approved by the Village's Technology Services Director. Not all devices are supported by the Village's system. The Village has no responsibility to service all data/communication systems. It is the employee's responsibility to ensure that their device can communicate with the Village's system prior to incurring any expenses or obligations with their provider.
- (e) Exempt employees are expected to carry their mobile device on their person both on, and off duty, and respond promptly and professionally when contacted about Village business.



TRAINING AGREEMENT: Business Writing for the Village of Weston

Services Provided:

UWSP will provide the following services:

- Contracting and payment of the training instructor
- Review of sample writing passages from emails, memos and letters
- Identification of three to six areas of business writing that could be improved. Each area would then be addressed in the workshop.
- Material preparation for all participants
- Three-hour workshop on *business writing* for Village of Weston staff/board members to be held **the afternoon of Monday, November 11, 2019 (time and location TBA)**

Training Agenda (3 hours):

The agenda will be customized based upon the results of the writing sample analysis. Potential areas of focus may include:

- Email etiquette
- Grammar for comprehension
- Grammar for credibility
- Audience-centeredness
- Conciseness
- Plain Language
- Memo conventions
- The importance of context

Customer Responsibilities:

Village of Weston will provide the following:

- A location for the training session with a computer, projection, and internet access for the instructor. (UWSP can provide a laptop and projector, if requested one week in advance.)
- A list of names and email address of employees who are attending the training at least three-weeks in advance so we may connect with them regrading writing samples

Compensation:

UWSP will be paid \$1,250 for services provided (includes travel expenses). Upon agreement of the parties to the terms of this Agreement, UWSP will invoice the Village of Weston. All invoices are due and payable within 30 days from the receipt of the invoice.

Primary Contacts:

Keith Donner
Village of Weston
715-359-6114 kdonner@westonwi.gov

Anne Mathson Program Manager
UWSP Continuing Education and Outreach
715-492-6984 anne.mathson@uwsp.edu

Non-Discrimination:

The Village of Weston and UWSP jointly agree that there shall be no discrimination against employees or applicants on the basis of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, national origin, pregnancy, marital status, or parental status.

This agreement and all questions and disputes arising in connection herewith, shall be governed by the laws of the State of Wisconsin.

The undersigned has the requisite authority to enter into this agreement dated June 17, 2019.

x _____
Village of Weston

Print Name

Print Title

Date

x _____
University of Wisconsin-Stevens Point

Christina Rickert _____
Print Name

Controller, UWSP _____
Print Title

Date

UTILIZATION REPORT

Village of Weston/Everest Metro Police

January 01, 2019 - March 31, 2019 on New and Open Clients

UTILIZATION RATE SUMMARY

Weighted Population	67		67		67	
Count	1/1 - 3/31		1/2019 - 3/2019		1/2018 - 12/2018	
	#	%	#	%	#	%
EAP Clients	0	0.00%	0	0.00%	8	25.81%
Organizational Service/CISD	4	100.00%	4	100.00%	23	74.19%
Total	4	100%	4	100%	31	100%
Total Current Period Rate	0.00%		0.00%		11.94%	
Total Annualized Utilization Rate	0.00%		0.00%		11.94%	

Historical Utilization

1/1/2014-3/31/2014	1/1/2015-3/31/2015	1/1/2016-3/31/2016	1/1/2017-3/31/2017	1/1/2018-3/31/2018
No Data	No Data	1.04%	4.55%	12.31%

GENERAL SUMMARY

New/Ongoing	1/1 - 3/31	1/2019 - 3/2019	1/2018 - 12/2018
Total New Files	0	0	1

Referred/Closed	1/1 - 3/31	1/2019 - 3/2019	1/2018 - 12/2018
Total Files Closed	0	0	8

Activity / Session Hours	1/1 - 3/31	1/2019 - 3/2019	1/2018 - 12/2018
Total File Activity / Session Hours	0.00	0.00	6.00

UTILIZATION REPORT
Village of Weston/Everest Metro Police

January 01, 2019 - March 31, 2019

Primary Presenting Problem

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Primary Presenting Problem	1/1 - 3/31		1/2019 - 3/2019		1/2018 - 12/2018	
	#	%	#	%	#	%
Family / Parenting	0	0.00%	0	0.00%	1	12.50%
Grief	0	0.00%	0	0.00%	1	12.50%
Marital / Relationship	0	0.00%	0	0.00%	3	37.50%
Trauma	0	0.00%	0	0.00%	1	12.50%
Work Related / Performance / Mandatory	0	0.00%	0	0.00%	1	12.50%
Work Relations / Conflict	0	0.00%	0	0.00%	1	12.50%
Total	0	0 %	0	0 %	8	100 %

UTILIZATION REPORT
Village of Weston/Everest Metro Police

January 01, 2019 - March 31, 2019

Client Type

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Client Type	1/1 - 3/31		1/2019 - 3/2019		1/2018 - 12/2018	
	#	%	#	%	#	%
Dependent	0	0.00%	0	0.00%	1	12.50%
Employee	0	0.00%	0	0.00%	5	62.50%
Spouse/Partner	0	0.00%	0	0.00%	2	25.00%
Total	0	0 %	0	0 %	8	100 %

UTILIZATION REPORT
Village of Weston/Everest Metro Police

January 01, 2019 - March 31, 2019

Referred by:

Referred by:	1/1 - 3/31		1/2019 - 3/2019		1/2018 - 12/2018	
	#	%	#	%	#	%
Family member	0	0.00%	0	0.00%	2	25.00%
Human Resources	0	0.00%	0	0.00%	2	25.00%
Medical / Employee Health	0	0.00%	0	0.00%	1	12.50%
Promotional Material	0	0.00%	0	0.00%	1	12.50%
Self	0	0.00%	0	0.00%	1	12.50%
Supervisor recommended	0	0.00%	0	0.00%	1	12.50%
Total	0	0 %	0	0 %	8	100 %

UTILIZATION REPORT

Village of Weston/Everest Metro Police

January 01, 2019 - March 31, 2019

Village of Weston or Everest Metro Police employee

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Village of Weston or Everest Metro Police employee	1/1 - 3/31		1/2019 - 3/2019		1/2018 - 12/2018	
	#	%	#	%	#	%
Everest Metro Police	0	0.00%	0	0.00%	3	50.00%
Village of Weston	0	0.00%	0	0.00%	3	50.00%
Total	0	0 %	0	0 %	6	100 %

UTILIZATION REPORT

Village of Weston/Everest Metro Police

January 01, 2019 - March 31, 2019

Organizational Services Summary

Date	Type	Duration	Location	Attendees
1/2/2019	Admin (promos, phone calls, etc.)			0
2/1/2019	Admin (promos, phone calls, etc.)			0
2/7/2019	Meeting (Account Management, Gro			9
2/7/2019	Group Meeting	1		
3/1/2019	Admin (promos, phone calls, etc.)			0
TOTAL		0.00		9