



**OFFICIAL MEETING PACKET OF THE
HUMAN RESOURCES COMMITTEE**

Chairperson/Trustee Wally Sparks presiding

**Acting Administrator Keith Donner & Clerk Sherry
Weinkauff; staff advisors**

This regular monthly meeting of the Human Resources Committee, during the 21st legislative session of the elected Board of Trustees, composed five (5) appointed members, will convene at the Weston Municipal Center's Board Room, which is located at 5500 Schofield Avenue, Weston, Wisconsin on **Monday, December 3, 2018, at 4:30 p.m.**



Village of Weston, Wisconsin
ATTENTION – NOTICE OF PUBLIC MEETING

Meeting of: **HUMAN RESOURCES COMMITTEE**

Members: **Wally Sparks [c], Kevin Ostrowski, Robin Hegg, Mark Porlier, Fred Schuster, and Barb Ermeling (ex-officio)**

Date/Time: **Monday, December 3, 2018 @ 4:30 P.M.**

Location: **Weston Municipal Center (5500 Schofield Ave) – Board Room**

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.

TO THE HONORABLE TRUSTEE SPARKS AND FOUR (4) APPOINTED MEMBERS OF THE HUMAN RESOURCES COMMITTEE: 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, December 3, 2018 @ 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 Sparks.
2. Roll Call by recording secretary.
3. [Approval of minutes from previous meeting: November 5, 2018](#)
4. Public comments.

NEW BUSINESS.

5. Discussion and Possible Action on Proposed 2019 Classification and Compensation Matrix.
6. Organization Chart.
7. Recruitments Update
 - a. Economic Development Coordinator
 - b. Utility Clerk
 - c. Finance Support Specialist
8. Employee Committees.
9. Business Writing Class

FUTURE ITEMS.

10. Next meeting date: January 7, 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, November 5, 2018 @ 4:30 p.m.

1. Call to Order & Welcome by Chairperson Sparks.

Meeting was called to order by Chairperson Sparks at 4:30 p.m.

2. Roll Call by recording secretary.

MEMBER	PRESENT
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	YES
Schuster, Fred	YES
Hegg, Robin	YES

Village staff in attendance: Keith Donner, Jennifer Higgins, Jessica Trautman, Shawn Osterbrink, Jenna Trittin, Scott Tatro, Renee Hodell, Michael Wodalski and Nathan Crowe. Mark Maloney and Loren White was in attendance as well.

3. Approval of minutes from previous meeting October 1, 2018.

Motion by Schuster, second by Hegg to approve the meeting minutes of October 1, 2018.

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

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

4. Public comments.

There were no public comments.

NEW BUSINESS

5. Update on Employee Review Process

Donner stated that Weinkauf is getting things set up in NeoGov for employees to start the Employee Review Process. Higgins stated she has tried it and has put the goals in for her employees and sent messages to each of them so they could begin the process to self-rate. Once the employee is done, they hit complete, and it goes to their Director where then the Director is able to rate the employee and add comments to the rating form. They are currently on the last step which is putting in the goals for next year and any suggestion for merit increase. You can also set future deadlines for each goal and a reminder will pop

up for the employee. Weinkauf is having the rest of the Directors have their goals entered in by November 15th. Higgins stated this process is much more user friendly and faster than the spreadsheet the employees had previously used to rate themselves in the past.

Porlier asked if it was going to be in a pdf. Higgins stated once completed you can print it as a pdf. Hegg asked if there was going to be any face to face. Higgins and Donner stated there would be face to face discussion during the goal setting section and prior to signing off on the review. Higgins also stated that the dept directors can put comments in the journal section throughout the year to be able to keep track of things they wanted to go over with their employees. You can save the journal entries and share it right away or put it in their file for when they have their annual review.

Sparks stated waiting until the end of the year is not productive and the employee should be told as it occurs. Each employee has a dashboard with a task board and dates. There is also a development plan.

Schuster asked if it would be more time consuming with it being done more often. Sparks and Hegg stated reviews should be done quarterly. Higgins stated that should be easier to do with everything being online and both the director and employee having access to the files. This will especially be helpful with keeping the goals set for each year on track.

6. Discussion and Possible Action on Proposed 2019 Class and Compensation Matrix.

Discussion was had on the proposed 2019 Class and Compensation Matrix. Donner discussed there being several issues to be addressed with making any changes to the current matrix, those being where certain positions belong relative to the market, then where people filling those position belong for both internal and external equity. An additional question is whether the current matrix should be adjusted based on the Consumer Price Index (CPI).

Sparks agreed the matrix should adjust for CPI annually. Schuster stated that his philosophy is when you do a review, if the employee meets their goals they should get a pay increase. Hegg stated her company bases their pay increase on performance and on where they are on the pay matrix, but they also keep up with the costs of living increases. Donner stated CPI was trending between 2.5% and 3.0% for 2018 year-to-date. Sparks asked Trautman if the committee should come up with a CPI level? Trautman stated the current CPI is around 2.9% as of Aug 10th. Hegg stated her company, (River Valley State Bank) uses a CPI of 3%. The Committee was in agreement to use a CPI of 2.9% when doing evaluations.

Discussion was also had on what is necessary to move from Step 1 to Step 6 in any pay grade. That there needs to be an objective guideline on how people move up and should be based on performance and skill and the employee needs to know what is expected of them to reach the next step on the matrix. Donner talked about certifications being one part of this and Ostrowski stated he didn't believe as much in certifications as someone could have multiple certifications but not be proficient in them job. There was further discussion that some departments had developed guidelines for determining qualifications for advancement; e.g. Public Works using proficiencies with equipment and procedures; but, those need some refinement. All departments need to come up with their own criteria. This is something needing further development.

There was discussion as to whether staff had chosen comparative communities acceptable to the Committee. Sparks stated there should a true objective Municipal comparative using municipalities with similar populations not just local municipalities. This should be with communities in the same population category as Weston (12,500 – 17,500) in the “Municipal Facts17” publication by the Wisconsin Taxpayers Alliance. Sparks also stated that he wasn’t in favor of comparing the public sector to the private sector as the private sector tends to fluctuate depending on the economy. He would like the Department heads to make a recommendation to the HR Committee on what they find in their research of the statewide population size comparatives and also obtain local comparatives and what the recommendation for salary increases/decreases above the 2.9% CPI increase would be.

There was further discussion on the matrix and whether to include steps or just a range. Donner stated the matrix could eliminate the steps and simply show the minimum, mid-point, and maximum.

Maloney suggested when we contact other municipalities that we send our pay scale before asking theirs. Crowe stated when he was asking for communities pay scales that we did supply ours. Crowe also stated the pay matrix needs to be updated each year and the director team did not think that had been done in the past consistently.

Motion by Ostrowski, second by Schuster to have update on the Wage and Compensation Matrix, and have staff bring a recommendation back to the HR Committee in December.

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

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

7. Business Writing Class

Schuster stated since it’s such a busy time of year he doesn’t expect anyone to start a business writing class now but to leave it on the agenda.

8. Recruitments Update

a. Economic Development Coordinator

Higgins stated they haven’t moved forward on posting this position yet, but they did take it to CDA (Community Development Authority) to authorize the use of TIF funding for the position since they would be doing a lot of work within the TIFs. Sparks asked if the HR Committee should figure out starting range. Higgins stated she also had concern the position’s current location on the matrix could be too low if someone was coming from outside the area. That is why she was suggesting the move from I to K on the matrix. Higgins also stated this position was created to be comparable to the Assistant Planner position so there was a request also to move that position on the matrix. She would like the ED Coordinator to develop the business retention/attraction program as she didn’t feel like she had time to do it justice with her other duties. The ED Coordinator could meet with businesses and not have to also be the “regulator” of the Village ordinances.

Sparks asked Higgins if her role should be refined and that she needs balance. He would like her to come back at next meeting with recommendation as to where the conflicts could be and where this position should be on the matrix.

b. Finance Support Specialist

Discussion was had on what the status is on the Finance Support Specialist. Trautman stated Sara Pinsonneault (the current Finance Support Specialist) is still helping out on a part time basis. Trautman also stated it would be nice to have someone full time and it is still in the budget, but things are currently working out with Pinsonneault working part time and the job posting has been taken down until 2019.

c. Utilities Superintendent

Discussion was had on bringing someone in as administrative support and who could oversee the day to day operations.

RESOLUTIONS & ORDINANCES.

There were no Resolutions or Ordinances

FUTURE ITEMS.

9. Next regular meeting date: December 3, 2018.

10. Topics for future meetings.

Business writing class

Pay matrix

11. Remarks from Staff.

There were no remarks from staff

12. Remarks from Committee members.

There were no remarks from Committee members

13. Announcements.

There were no Announcements

ADJOURNMENT

The meeting was adjourned by Chairperson Sparks at 6:02 p.m.