

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

Monday, February 5, 2018 @ 4:30 p.m.

AGENDA ITEMS.

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

MEMBER	PRESENT
Porlier, Mark	YES
Berger, Scott	YES
Schuster, Fred	YES
Hegg, Robin	YES
Pagel, Deb	YES

3. **Approval of minutes from previous meeting.**

Motion by Schuster, second by Hegg to approve the minutes of October 2, 2017.

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

Trustee	Voting
Porlier, Mark	YES
Berger, Scott	YES
Schuster, Fred	YES
Hegg, Robin	YES
Pagel, Deb	YES

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

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

None.

EDUCATIONAL PRESENTATIONS & REPORTS.

5. **Human Resources Committee Role & Responsibilities.**
Guild presented Sec. 2.303(1)(b) of the Municipal Code. Pagel suggested amending item c. and changing it to something like "Oversee the selection of contract services for labor negotiations. Porlier suggested amending item d. to add Paid time-off (PTO) language. Guild asked Trustee White if he could draft an ordinance with the suggested amendments.
6. **Sec 2.303 (1) b – Plan of Administration**
Guild reviewed the organization of departments, staffing levels, employee statistics, employee transitions, and workplace environment. He reviewed some employee comments

made through Officevibe. He also reviewed the employee culture and employee engagement.

7. Review of 2018 Organization Chart.

Guild reviewed the Organization chart.

8. 2018 Work Projects

Guild reviewed the 2018 work products to include pay for performance, health care costs, rewards-based wellness program, and crisis response plan. He reviewed the minor policy projects to include constable, director reward, location incentives, longevity reward, NEOGOV and safety compliance program. He talked about some of the handbook adjustments that are needed. He gave a short presentation on Total Rewards Management.

Wodalski and Donner presented an overview of the Public Works department over the past 10 plus years.

CLOSED SESSION. Convene into closed session under Wisconsin State Statutes 19.85 (1) (c) to discuss confidential personnel information and review the performance of certain Village employees.

Motion by Schuster, second by Pagel to convene into closed session at 5:51 pm.

Roll Call:

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

Trustee	Voting
Porlier, Mark	YES
Berger, Scott	YES
Schuster, Fred	YES
Hegg, Robin	YES
Pagel, Deb	YES

9. Reconvene into open session.

The members reconvened into open session.

10. Consider action on closed session items.

No action taken in closed session.

The committee members were unable to finish discussion and possible action on the following agenda items.

Motion by Schuster, second by Pagel to have a special HR Committee meeting on February 13, 2018.

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

Trustee	Voting
Porlier, Mark	YES
Berger, Scott	YES
Schuster, Fred	YES
Hegg, Robin	YES

Pagel, Deb

YES

*Porlier adjourned the meeting at 6:20 p.m.

No discussion or action on the following items.

POLICY QUESTIONS.

11. Hiring recommendation for Deputy Clerk position.

RESOLUTIONS & ORDINANCES.

FUTURE ITEMS.

12. Next regular meeting date: March 5, 2018.
13. Topics for future meetings.
14. Remarks from Staff.
15. Remarks from Committee members.
16. Announcements.

ADJOURNMENT

*See above.