



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
OFFICIAL MEETING AGENDA OF THE HUMAN RESOURCES COMMITTEE
MONDAY, MAY 7, 2018**

**AGENDA ITEM #3
APPROVE PREVIOUS MEETING MINUTES**

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

Thursday, February 15, 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	ABSENT
Hegg, Robin	YES
Pagel, Deb	YES

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

Motion by Berger, second by Pagel to approve the minutes of February 5, 2018.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

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

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

None.

EDUCATIONAL PRESENTATIONS & REPORTS.

None.

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 Berger, second by Pagel to convene into closed session at 4:55 pm.

Roll Call:

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

Pagel, Deb YES

5. Reconvene into open session.

The members reconvened into open session.

Motion by Berger, second by Pagel to reconvene into open session at 5:30 pm.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

6. Consider action on closed session items.

Motion by Pagel, second by Hegg to support the Administrator's recommendation to create the longevity incentive program and the director incentive program.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

Motion by Hegg, second by Berger to recommend the Board of Trustees endorse the Administrator's recommendation on compensation and wage adjustments for 2018.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

Motion by Pagel, second by Hegg to adopt the version February 5, 2018 (A) official compensation pay matrix for the village, retaining step and range plans and not going to a no-range plan at this time.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

POLICY QUESTIONS.

7. Appointment vs. Hiring authority policy language.

Guild presented on the new hire position for the clerk's department. There are inconsistencies in the employee handbook and ordinance as it relates to the Administrator having the authority to hire new employees below the department head level. Porlier commented on the 2015 handbook creation perspective versus the 2018 perspective. He also commented on the language of vacant position and a new position. Berger commented that staff should be making the decision on hiring due to them being the experts in the field and knowledge. Hegg commented that staff is the experts on making hiring decisions. Pagel commented that a vacant position should be determined based on staff recommendations. Pagel commented that they appreciate knowing when a position has been filled.

Motion by Hegg, second by Pagel to modify chapter 4 of the employee handbook and chapter 2, Section 3.03(3) (c), of the Village Ordinance making them consistent with each other.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

8. Hiring recommendation for Deputy Clerk position.

Motion by Berger, second by Hegg to approve making a recommendation to the Board of Trustees to hire Theresa Coleman to fill the full-time Administrative Specialist/Deputy Clerk position.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

9. AC Wage Scale

Mroczenski presented on the proposed Aquatic Center wage scale. He also explained the comparables with other municipalities. Guild said the motivation to raise the wages is due to staffing concerns in the future and for the 2018 season. Mroczenski commented that we would like to be proactive about staffing for the summer of 2018. Porlier asked about the legislation on allowing 15-year old's being hired as lifeguards, Gov. Walker will hopefully sign in spring of 2018. Osterbrink commented that the wage scale was recommended by the Finance Committee and Parks and Recreation Committee.

Motion by Berger, second by Hegg to approve the Aquatic Center wage scale.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

RESOLUTIONS & ORDINANCES.

None.

FUTURE ITEMS.

- 10. Next regular meeting date: March 5, 2018.**

- 11. Topics for future meetings.**
 - a. Applicability of employee handbook to elected and appointed officials.
 - b. Anti-bullying policy.
 - c. Crisis response plan.
 - d. Health Insurance costs.
 - e. Mental Health review policy.
 - f. Mileage reimbursement rate.
 - g. NEOGOV upgrade.
 - h. Pay-for-performance policy
 - i. Recording device policy.
 - j. Rewards-based wellness program.
 - k. Safety compliance program; Handbook Chapter 9

- 12. Remarks from Staff.**
None.

- 13. Remarks from Committee members.**
None.

- 14. Announcements.**
None.

ADJOURNMENT

Porlier adjourned the Human Resources Special Committee meeting at 5:46 pm.