

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

Monday, February 24, 2020 @ 6:00 p.m.

AGENDA ITEMS.

1. **Call to Order & Welcome by Chairperson Fiene.**
Meeting called to order by Chairperson Fiene at 6:00 p.m.
2. **Roll Call by recording Secretary Flory.**

MEMBER	PRESENT
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

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

Motion by Schuster, second by Simmons to approve the minutes of January 27, 2020.

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

MEMBER	PRESENT
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

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

NEW BUSINESS

5. **Acknowledge Village of Weston/Everest Metro Police EAP Utilization Report**
Weinkauff stated this is for acknowledgement only. She also said it's good to see the employees are taking advantage of the EAP program.

Motion by Zeyghami, second by Hackbarth to acknowledge the Village of Weston/Everest Metro Police EAP Utilization Report

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

MEMBER	PRESENT
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

6. Discussion of Sec. 5: Job Classification and Compensation of the Employee Personnel Policies and Procedures Handbook

Donner stated this is being brought back after a question was raised by the chair regarding the mid-point or market rate classification and compensation matrix. Chairperson Fiene had asked about the CPI and the word “proficient” being used in the policy. Donner said the Board adopted this policy. The mid-point of the pay grade compares to the market rate. Hackbarth referenced the performance bonuses language in section 5.12 and recommends the wording to be changed to merit increase. A rating scale should also be included in the policy. Hackbarth also referenced Section 5.10 and suggested there be clarification on moving new hires along to remain externally and internally aligned. She asked about a timeline for this. Donner says within 5 years they should be able to reach the mid-point of their pay grade.

7. Acknowledge “Ad-Hoc” Tele-Commuting Agreement for Valerie Parker, Planning & Development Department Technician

Schuster asked if Parker is answering department phone calls. Flory said that phone calls are being forwarded to the Assistant Planner. Hackbarth asked how her work was being monitored. Donner said there is a monitoring system in place. Parker is a trustworthy employee and staff has no worries that she is not doing what she is supposed to be doing. Zeyghami asked if Parker is using her time-off banks. Donner said yes. She has plenty of banked time.

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

MEMBER	PRESENT
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

UNFISHED BUSINESS.

8. Update on options for filling vacancy of Aquatic Center Manager/Public Works Maintainer/Operator

Donner reported the YMCA provided the Village a proposal to manage the Aquatic Center. The proposal amount is \$35,000 for the first year, \$30,000 for the second year, and a 2% increase the third year. Marathon County provided a \$21,000 proposal, and the Village would continue to do the onboarding of Aquatic Center staff. Staff recommendation is to proceed with a 3-year YMCA contract. Osterbrink said the YMCA provided their proposal verbally. They will do the entire management. All employees will be employees of the

YMCA. The Park and Recreation Committee recommends the YMCA contract because it is a 3-year contract. The next step is to prepare a contract.

FUTURE ITEMS.

9. **Next regular meeting date: March 23, 2020**

10. **Topics for future meetings.**

11. **Remarks from Staff.**

Donner acknowledged Clerk's staff and the recent Feb 18th Election.

12. **Remarks from Committee members.**

Fiene also acknowledged the Clerk's staff and their hard work during the last election

13. **Announcements.**

None

ADJOURNMENT

Motion by Schuster, second by Simmons to adjourn the meeting at 6:43 p.m.