



**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 JOINT MEETING MINUTES OF THE
HUMAN RESOURCES COMMITTEE & BOARD OF TRUSTEES**

Monday, March 19, 2018 @ 4:30 p.m.

AGENDA ITEMS.

1. **Call to Order & Welcome by President Ermeling.**
Meeting called to order by President Ermeling at 4:30 p.m.

2. **Roll Call by recording secretary.**

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

TRUSTEE	PRESENT
Ermeling, Barb	YES
Ostrowski, Kevin	ABSENT/EXCUSED
White, Loren	YES
Ziegler, Jon	YES
Zeyghami, Hooshang	YES

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

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

4. **Group Health Insurance- Health Promotion Program**
Guild commented that the documents provided were an opportunity for the committee to see some materials.
5. **Human Resources Committee Guidebook**
Guild commented that this provides the committee with identified responsibilities, and an ordinance on the Human Resource Committee.
6. **OfficeVibe – Engagement Report**
7. **OfficeVibe – Satisfaction Report**
8. **Spectrum Insurance – Current utilization, Loss Ratio Reports**
Guild commented that the documents provided were an opportunity for the committee to see some materials.
9. **Updates to Employee Handbook**
10. **Updates to Employee Handbook forms**

Motion by Porlier, second by Hegg to acknowledge work product transmittals.

**Yes Vote: 7
No Votes: 0
Abstain: 0**

Not Voting: 3
Result: Pass

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

TRUSTEE	VOTING
Ermeling, Barb	YES
Ostrowski, Kevin	--
White, Loren	YES
Ziegler, Jon	YES
Zeyghami, Hooshang	YES

EDUCATIONAL PRESENTATIONS & REPORTS.

11. Audit – Finance Department

Guild presented the audit report. No comments by members or Trustees.

Motion by Schuster, second by Hegg to acknowledge Audit – Finance Department.

Yes Vote: 7
No Votes: 0
Abstain: 0
Not Voting: 3
Result: Pass

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

TRUSTEE	VOTING
Ermeling, Barb	YES
Ostrowski, Kevin	--
White, Loren	YES
Ziegler, Jon	YES
Zeyghami, Hooshang	YES

12. Audit – Planning & Development Department

Guild presented the audit report. No comments by members or Trustees.

Motion by Ziegler, second by Schuster to acknowledge audit – Plan Development Department.

Yes Vote: 7

No Votes: 0
Abstain: 0
Not Voting: 3
Result: Pass

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

TRUSTEE	VOTING
Ermeling, Barb	YES
Ostrowski, Kevin	--
White, Loren	YES
Ziegler, Jon	YES
Zeyghami, Hooshang	YES

13. **Crisis Response Plan.**
Guild presented the audit report. He commented that a draft is being started by the Joint Employee Management Committee. No comments by members or trustees.
14. **Elected & Appointed Official Orientation Handbook.**
Guild presented information with a Draft in progress. White commented on the safety chapter and would like staff to coordinate all information in one place. Donner commented that much of this information is from Fehr Graham. White requested Donner, Wodalski and Osterbrink to discuss in the future.
15. **Mental Health Policy.**
Guild presented information with a draft in progress.
16. **Mileage Reimbursement Rate.**
Guild presented information. There was an increase based on the Federal rate. Hegg commented that since the rate is ever-changing the handbook could state that the rate will be based on the IRS rate at that time, and not list the actual rate.
17. **NEOGOV**
Guild explained that staff is working on an online employee evaluation and engagement software product. It should be up and running by summer for the employees.
18. **Pay-for-performance.**
Guild presented information. Hegg commented that the committee has provided options for the Board of Trustees.
19. **Recording Device Policy.**
Guild presented information. A draft policy is in process. Hegg commented that she is glad the Village is being proactive on this. It provides employees with expectations and understanding. Schuster questioned if there is anything based on the State's comment on this practice. Porlier commented on manufacturing industries that have patents and cannot be videoed and that they are protected. Having something that pertains to the Village is a

good thing. Zeyghami questioned if the Attorney needs to be consulted on the updated content. Attorney Yde has not reviewed the handbook at this time Guild did not feel the expense was necessary at this time but will ask for a quote on cost for his review. White commented that it is a lengthy document.

20. **Safety Program.**

Guild presented information. All information will be provided in a web-portal and adopted by reference within the Employee Handbook. Donner commented that there is on-going refresher training with employees every year with a contracted company who specializes in safety training. Zeyghami questioned who the safety officer is. Staff identified Wodalski as the Safety Officer.

POLICY QUESTIONS.

21. **Approve appointment of Jessica Trautman as Village Treasurer, replacing Daniel Guild, per Ordinance.**

Guild presented information. Guild was recently named interim Treasurer. White commented the title should be placed where it belongs based on the Ordinance.

Motion by Ziegler, second by White to approve the appointment of Jessica Trautman as Village Treasurer, replacing Daniel Guild, per Ordinance.

Yes Vote: 7

No Votes: 0

Abstain: 0

Not Voting: 3

Result: Pass

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

TRUSTEE	VOTING
Ermeling, Barb	YES
Ostrowski, Kevin	--
White, Loren	YES
Ziegler, Jon	YES
Zeyghami, Hooshang	YES

RESOLUTIONS & ORDINANCES.

22. **Approve Ordinance #18-010 amending Sec. 2.214.(d)(2)c. of CHAPTER 2. Administration, ARTICLE II, Village Board DIVISION 3 COMMITTEES, Sec. 2.214. Standing Committees.**

White presented information. There were no questions from members or Trustees.

Motion by Zeyghami, second by Porlier to approve ordinance #18-010 amending Sec. 2.214.(d)(2)c. of Chapter 2. Administration, Article II, Village Board Division 3 Committees, Sec. 2.214. Standing Committees.

Yes Vote: 7
No Votes: 0
Abstain: 0
Not Voting: 3
Result: Pass

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

TRUSTEE	VOTING
Ermeling, Barb	YES
Ostrowski, Kevin	--
White, Loren	YES
Ziegler, Jon	YES
Zeyghami, Hooshang	YES

23. **Approve Resolution #18-015 re Employee Handbook.**

Hegg commented on a payback policy for education. She also commented on the tele-commuting agreement in chapter 7. It has some verbiage that needs to be changed from University to Village. Hegg questioned the wellness policy being placed in the handbook. Weinkauf said staff felt the policy should be included in the employee handbook because the policy includes benefits. Guild commented that employees want more memorialized policies and procedures in the Employee Handbook. Hegg asked when the last time was that the attorney reviewed the handbook. Her organization has their attorney review it every 4-5 years. Guild will request a quote from Attorney Yde to review the Employee Handbook.

Motion by Hegg, second by Porlier to approve ordinance #18-015 re Employee Handbook.

Yes Vote: 7
No Votes: 0
Abstain: 0
Not Voting: 3
Result: Pass

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

TRUSTEE	VOTING
Ermeling, Barb	YES
Ostrowski, Kevin	--
White, Loren	YES
Ziegler, Jon	YES
Zeyghami, Hooshang	YES

FUTURE ITEMS.

24. **Next regular meeting date: April 2, 2018.**
25. **Topics for future meetings.**
 - a. None.
26. **Remarks from Staff.**
Legal update – Krueger v Appleton School District
Guild presented information.
27. **Remarks from Committee members.**
None.
28. **Announcements.**
 - a. Future Weston Academy
 - b. Chamber Business PM @ Patron
 - c. Leadership & Service Awards
 - i. Employee of the Year
 - ii. Public Official of the Year

ADJOURNMENT

President Ermeling adjourned the Joint meeting of the Human Resources Committee and Board of Trustees at 5:30 pm.