

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

Monday, May 7, 2018 @ 4:30 p.m.

AGENDA ITEMS.

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

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

3. **Approval of minutes from previous meeting February 15, 2018.**

Motion by Porlier, second by Hegg to approve the minutes of February 15, 2018.

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

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

4. **Approval of minutes from previous meeting March 19, 2018.**

Motion by Schuster, second by Hegg to approve the minutes of March 19, 2018.

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

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

5. **Public comments.**
Guild recognized former Human Resources Committee member Deb Pagel for her service with the Village of Weston.

ACKNOWLEDGE

- 6. **Hiring of Clayton Huerth as Operator/Maintainer of the Village of Weston.**
Donner explained the need for an additional public works employee. He stated the Village has offered the position to Clayton Huerth.
- 7. **Resignation of Deb Pagel, citizen member.**
- 8. **Appointment of Mark Porlier, citizen member.**

Motion by Schuster, second by Hegg to approve the acknowledgement of items 6-8.

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

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

EDUCATIONAL PRESENTATIONS & REPORTS.

- 9. **Review Human Resources Committee Role & Responsibilities.**
Guild presented the Committee Role & Responsibilities in Chapter 2 of the Municipal Code. Hegg questioned about leave of absence requests being reviewed by the committee instead of administration. Guild commented that it is part of original code. There is language in the Employee Handbook covering time-off requests for medical leave, military leave, etc. Hegg questioned about the education reimbursement expense. Guild commented that this was a discussion from several years ago because the Village does not routinely budget for these funds and it should be discussed within the committee due to the budget impact it could have. He also commented that currently there is no money budgeted and it should be a non-issue in the near future.
- 10. **Review Attorney Yde comments related to Employee Handbook.**
Guild presented the past task requested by the Human Resources Committee to have Attorney Yde review the Employee Handbook. He questioned how the committee would like to proceed with this document. Sparks commented that a redline document would be helpful to review before recommending it to the BOT. Schuster questioned about the Yde comments and Sparks request. Schuster questioning about the harassment section about all the specific classes protected. Hegg commented there is a legal responsibility to address the race, color, creed, etc in the document. Sparks commented the manual is geared toward the employees and that it might need to be spelled out. Schuster commented about additional words that are not necessary in the entire document.
- 11. **Review of projects/tasks for Human Resources Committee and Human Resources department for the next six months.**
Guild presented a memorandum outline of projects & tasks.
Porlier suggested the individual set their prioritization for the next meeting.

POLICY QUESTIONS.

- 12. **Discussion on possible policy changes relating to alcohol use during village sanctioned or village funded events or activities.**

Sparks said he requested this item placed on the agenda. He does not feel tax payers money should be used for alcoholic beverages. Schuster commented that on a risk management stand point can create some issues. Porlier agreed with Schuster individuals can pay for their own drinks at a Village event. Hegg commented that her organization provides 2 drink tickets at events. Guild commented the actual incident at the April 2018 Leadership & Awards was provided by an outgoing committee member, thanking Village staff for their hard work over his tenure working with the Village. There was a shot discussion on implementing a policy. Sparks commented this item should be placed on a BOT agenda for discussion as well. Guild said, generally in the past the committee that generates the topic works on a policy as a recommendation to the BOT. Schuster commented from a risk management perspective alcohol at Village events is a liability in legal fees to the Village. Porlier feels it is the responsibility of the establishment and the employee purchasing alcohol if the Village event is held at a location where alcohol is served or normally sold. Guild will work on a draft resolution and bring it back to the June meeting for discussion.

RESOLUTIONS & ORDINANCES.

FUTURE ITEMS.

- 13. Next regular meeting date: June 4, 2018.**
- 14. Topics for future meetings.**
- 15. Remarks from Staff.**
 - 2018 Composite of Strengths-Based Leadership Assessment.
Guild presented the assessment information.
- 16. Remarks from Committee members.**

Porlier commented that alcohol use is in no way a judgement on employees and their choices and freedoms.
- 17. Announcements.**

ADJOURNMENT

Sparks adjourned the meeting at 5:45pm