

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

Tuesday, January 15, 2019 @ 4:30 p.m.

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

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

MEMBER	PRESENT
Sparks, Wally	YES
Ostrowski, Kevin	YES
Porlier, Mark	NO
Schuster, Fred	YES
Hegg, Robin	YES

Village staff in attendance: Keith Donner, Sherry Weinkauf, Jennifer Higgins, Jessica Trautman, Jenna Trittin, Heather Reich, Michael Wodalski, Renee Hodell, Nathan Crowe, Sarah Flory, Jessica Falkowski, Jared Wehner, Jason Lenhard, and Randy Vlietstra.

3. **Approval of minutes from previous meeting December 3, 2018.**

Motion by Schuster, second by Ostrowski to approve the meeting minutes of December 3, 2018.

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

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

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

NEW BUSINESS

5. **Discussion and Possible Action on Proposed 2019 Classification and Compensation Matrix.**

Donner explained the Comparables Study. He also reviewed the changes made to the matrix since the December 2018 meeting. He talked about the positions that have been moved to other grades, title changes, and additional changes, based on community comparables. Sparks questioned the pay rate for an employee that was moved down a grade. Donner said their pay would not be affected. There was a short discussion on the mechanic position.

Motion by Ostrowski, second by Hegg to recommend the Village Board approve the proposed 2019 classification and compensation matrix.

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

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

6. Discussion and Possible Action on Longevity Pay Policy.

Donner discussed how longevity was discontinued, but former Administrator had brought it back last year with \$15 per year of service, with a minimum of \$50. Weinkauf stated staff assumed former Administrator brought the longevity topic to the Human Resources Committee in 2017 but she searched the minutes from that year and couldn't find anything. Weinkauf prepared a proposed longevity policy for the Employee Handbook, with the assumption former Administrator had discussed longevity with Human Resources Committee previously.

Sparks stated the longevity funding needs to be approved by the Finance Committee and the Village Board for the year of 2019, with the payout at the end of the year. Sparks discussed how the EMPD longevity started after 5 years with a set amount, and an increase every year up to the twentieth year.

Weinkauf stated we will do some research on what other comparable communities are doing and bring this back to the next meeting for consideration.

7. Discussion and Possible Action on Results Based Wellness Program Incentives to Village employees not on the health insurance.

Wodalski discussed the Result Based Wellness Program for Employees that receive health insurance through the Village. The goal of the program is to improve employee health, which will in turn hopefully result in lower health care costs. We would like to see all employees healthy, not just the ones on Village health insurance. Wodalski discussed how the Wellness Committee proposes employees not on the Village insurance would be eligible for a cash incentive equivalent to the savings of an employee with a single plan. He used an example of: An employee on the single plan insurance pays about \$102 per month at the current 15% employee contribution. If the employee qualifies for a 12% premium, they would then pay \$82 per month for a saving of \$20/month. If the employee qualifies for the 10% premium, they would then pay \$68 per month for a savings of \$34/month. For an employee not on the Village insurance they would then qualify for the equivalent payout of \$20 or \$34 depending on the components completed. Baseline biometrics were taken in December of this year with final biometrics taking place next November. Qualifying participants will see the reduced premiums or payouts in 2020.

Motion by Schuster, second by Ostrowski to recommend the Village Board approve the cash incentive for employees not on the Village insurance to qualify for a payout

of \$20 or \$34 a month. The payout is equivalent to the savings of an employee with a single plan on the village insurance, depending on the components completed, subject to employee verification of health insurance.

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

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

8. Discussion and Possible Action on 2019 Employee CPI wage increase.

Donner mentioned the CPI wage increase was discussed in December. He has a summary of all employee positions in the Village. Trautman mentioned the wage increases come out to \$40,000 and \$48,000 was budgeted in the general fund for increases. The remaining 8,000 will cover a portion of the merit increases and there are other funds to cover the remaining.

Motion by Schuster, second by Hegg to recommend to approve the CPI and merit increases, subject to the Finance Committee approving the funding.

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

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

9. Update on Employee Review Process.

Donner stated he was able to get all reviews completed except for two due to his absence. Weinkauff mentioned the new software was used to complete the reviews and the process went well.

10. Recruitments Update

a) Economic Development Coordinator

Higgins stated the position was posted January 8 and there are 3 active applications. Some are fresh out of school but have a master's degree. The job posting is open until the end of February.

b) Utility Clerk

Donner said this position was advertised internally. Theresa Coleman is the only applicant and has been training with Donna Van Swol, the current Utility Clerk. There has been no formal offer to Coleman as we are waiting on a resignation letter from Van Swol with a date on when she is leaving.

Sparks asked how Sara Pinsonneault is doing in the Finance Specialist position. Trautman said it is working out well. If we would need a full-time position within the Utilities/Finance departments, we would cut ties with Pinsonneault.

CLOSED SESSION. Convene into closed session under Wisconsin State Statutes 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Individual merit increases for the following positions: Planning and Development Director, Deputy Finance Director, Operator/Maintainer 2, Operator/Maintainer 3, Property Inspector, Utility Technician, Utility Operator and Utility Clerk.

Motion by Schuster, second by Ostrowski to convene into closed session at 5:17 p.m.

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

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

- 11. Reconvene into Open session.**
The members reconvened into open session.
- 12. Consider action on closed session items.**

Motion by Schuster, second by Ostrowski to approve the merit recommendations outlined in the Request for Consideration from Donner dated January 15, 2019, with the change on number 8 to be Grade I at \$24.34 an hour, subject to the Finance Committee approving the funding.

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

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

RESOLUTIONS & ORDINANCES.

There were no Resolutions or Ordinances

FUTURE ITEMS.

- 13. Next regular meeting date: February 4, 2019.**
- 14. Topics for future meetings.**

Additional information on the Business Writing course.

15. Remarks from Staff.

There were no remarks from staff

16. Remarks from Committee members.

There were no remarks from Committee members

17. Announcements.

There were no Announcements

ADJOURNMENT

The meeting was adjourned by Chairperson Sparks at 6:12 p.m.