

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

Monday, June 3, 2019 @ 4:30 p.m.

1. Call to Order & Welcome by Chairperson Fiene

Fiene called the meeting to order at 4:32 p.m. Fiene requested a moment of silence to remember the victims of the shooting at the Virginia Beach Municipal Center.

2. Roll Call by recording secretary Flory.

MEMBER	PRESENT
Fiene, Nate	YES
Zeyghami, Hooshang	Absent, but excused
Hegg, Robin	YES
Schuster, Fred	Absent, but excused
Simmons, Ryan	YES

Village staff in attendance: Weinkauff, Hodell, Flory, Donner, and Higgins.

3. Approval of minutes from previous meeting: April 1, 2019.

Motion by, Hegg second by Simmons to approve the meeting minutes of April 1, 2019.

4. Public comments.

None.

NEW BUSINESS.

5. Discussion and possible action on employee requests to work reduced hours.

Donner stated a request was made by an employee in the Clerk Department to work reduced hours. He said he discussed this with both Attorney Yde and Committee member Hegg prior to the meeting. He is looking for guidance from the committee members. There was a short discussion regarding eligibility and hours worked to be considered full-time. It was indicated that 30 hours worked is the standard for most employers. Hegg suggested that staff create a flexible work place policy and bring back for the committee to review. Fiene said we should acknowledge the birth/adoption of children and feels we should not reduce any benefits. Hegg suggested having three different policy types to include fulltime status, flexible leave, and parental leave. She will share her policies with staff. Donner and Weinkauff will work on a proposed policy and bring back to the committee for consideration at a special meeting.

6. **Cellular phone stipend reimbursement.**

Staff recommends adding the Clerk, Property Inspector, Economic Development Coordinator, and Utility Superintendent to the cell phone stipend policy, as well as change the title of the Taxpayer Relations Coordinator to Public Relations. It was indicated exempt employees get \$50 a month and non- exempt employees get \$20.

Motion by, Simmons second by Hegg to recommend to the Board of Trustees to approve amending the cellular phone stipend policy to include the positions as noted above.

Yes Vote: 3 No Votes:0 Abstain: 0 Not Voting: 2 Result: Pass

Trustee	Voting
Fiene, Nate	YES
Zeyghami, Hooshang	-----
Hegg, Robin	YES
Schuster, Fred	-----
Simmons, Ryan	YES

7. **Business writing training Agreement with UW-Stevens Point**

Schuster said it was his idea to have employees take a business writing class. The class will be held on November 11, 2019. The office will be closed to the public that day. The cost of the class is \$1,250.

Motion by, Hegg second by Simmons to approve the business writing training agreement with UW-Stevens Point.

Yes Vote: 3 No Votes:0 Abstain: 0 Not Voting:2 Result: Pass

Trustee	Voting
Fiene, Nate	YES
Zeyghami, Hooshang	-----
Hegg, Robin	YES
Schuster, Fred	-----
Simmons, Ryan	YES

8. **Recruitments Update**

a. Economic Development Coordinator

The Economic Development Coordinator will begin June 10, 2019.

b. Deputy Director of Public Works

Wodalski said there are six candidates, with two being very strong. An offer will be made this week.

c. Public Works Maintainer/Operator

Wodalski said the job is still open for applications. To date there are 14 candidates.

9. **Acknowledge EAP 1st quarter Utilization report.**
Weinkauf stated that no one used EAP this last quarter.

FUTURE ITEMS.

10. **Next meeting date: July 1, 2019**
11. **Topics for future meetings**
Fiene said he would listen to any feedback, from employees, on how to make the workplace more fun and enjoyable.
12. **Remarks from Staff**
No comments.
13. **Remarks from Committee members**
There were none.
14. **Announcements**
There were none.

ADJOURNMENT.

Motion by, Hegg second by Simmons to adjourn meeting at 5:29 p.m.

Yes Vote: 3 No Votes:0 Abstain: 0 Not Voting:2 Result: Pass

Trustee	Voting
Fiene, Nate	YES
Zeyghami, Hooshang	-----
Hegg, Robin	YES
Schuster, Fred	-----
Simmons, Ryan	YES