

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

Monday, June 24, 2019 @ 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
Zeyghami, Hooshang	YES
Simmons, Ryan	YES
Schuster, Fred	YES
Hegg, Robin	ABSENT/EXCUSED

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

Motion by Schuster, second by Zeyghami to approve the minutes of June 3, 2019.

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

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

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

NEW BUSINESS.

Amendment to Sec. 7.04 Flexible Work Arrangements, Sec.12.03(1)&(2) Insurances, Sec.13.03(1),(2),&(5) holidays, and Sec.13.04(2)&(4) Paid-time off of the Employee Personnel Policies and Procedure Handbook.

Donner stated this was also discussed at the June 3rd, 2019 meeting. Weinkauff worked on language to revise three sections of the Employee Personnel and Procedures Handbook. Weinkauff said all requests will be considered on a case by case basis. Zeyghami questioned if this would be discriminatory if it is not allowable to all departments. Weinkauff said the policy states flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. Certain conditions need to be met. Donner said we will not reduce our commitment to service. Schuster asked if this policy change was needed because of one employee's request. Weinkauff said yes. We had no policy in place before. Benefits for employees on a flexible work arrangement will be prorated. Simmons suggested section 7.04 be revised to remove the word "significant" in the fifth

paragraph. Simmons questioned if this could potentially cost the village more money. Weinkauff said the request within the Clerks department will not cost the village any more money. Any future requests will be looked at on a case by case basis. Donner said there will be 6-month trial period with all flexible work arrangements. These arrangements will be reviewed annually. Trustee Maloney questioned the current policy for full-time benefits. Weinkauff said the Village has always considered 40 hours to be full-time. Trustee Maloney explained his situation at his current employer and said he had senior drivers that wanted to drive less. If four senior drivers wanted to work reduced hours, a fifth person had to be hired to cover the days that the senior drivers were not driving. He had concerns with the potential for the same scenario to take place in Weston. Village President Sparks suggested staff include the Administrator having final approval of all requests. He also suggested adding the dental percentages, which would also be based on full-time equivalency like the health insurance.

Motion by Schuster, second by Zeyghami to recommend the Board of Trustees approve the amendments, contingent on the removal of the the word “significant “in section 7.04, include the Administrator approve all requests, and include the dental percentages.

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

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

Recruitments Update

Donner reported the Deputy Director of Public Works position has been accepted by Dan Raczkowski and he will start on July 8th, 2019. The Public Works Maintainer position has been accepted by Carl Von Schroeder and he will also start on July 8th, 2019. Doug Behnke submitted his resignation. Jason Lehnard will be able to move into this position quickly. The recruitment process for a new mechanic will be needed soon.

Meeting Schedule

Schuster requested a possible change in the meeting time. President Sparks stated the Public Safety Committee might be dissolved, at the July 1st Board of Trustees meeting, leaving a possible opening the fourth Monday of the month at 6:00 p.m. Fiene proposes that we keep the meeting the same until we know the status of Public Safety committee meetings.

FUTURE ITEMS.

- 5. Next regular meeting date: July 1st, 2019.**
- 6. Topics for future meetings.**
Fiene again encouraged employees to share their ideas on making the workplace more enjoyable.

7. Remarks from Staff.

Weinkauf stated that in recent months the amount of changes with employees is the largest she’s ever seen. Since April 2019 we have had two terminations in Metro, three disability claims (two in Metro, one in Village), life event changes (three in Metro, and one in the Village), five new hires for the Village, onboarding of thirty plus seasonal employees and one termination in the Village.

8. Remarks from Committee members.

None

9. Announcements.

None

ADJOURNMENT

Motion by Zeyghami, second by Simmons to adjourn the meeting at 6:50 p.m.

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

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