

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

Monday, October 7, 2019 @ 4:30 p.m.

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

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

MEMBER	PRESENT
Fiene, Nate	YES
Zeyghami, Hooshang	YES
Simmons, Ryan	YES (<i>Joined the meeting at 4:31 p.m.</i>)
Schuster, Fred	YES
Vacant	-

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

Motion by Schuster, second by Zeyghami to approve the minutes of August 5, 2019.

Yes Vote: 3 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass

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

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

NEW BUSINESS.

5. **Acknowledge job status change from part-time to full-time for Sarah Flory.**

Motion by Zeyghami, second by Schuster to acknowledge the job status change for Flory from part-time to full time.

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

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

6. **Consider step increase and/or grade change on the Classification and Compensation Matrix for Jessica Falkowski, Leah Romanowski and Sarah Flory.**

Motion by Schuster, second by Zeyghami to recommend the Board of Trustees approve step increases and/or Grande changes for Falkowski, Romanowski and Flory.

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
Vacant	-

7. **CPI adjustment for employee wages in 2020 and a contingency for merit increases.**

Motion by Schuster, second by Zeyghami to recommend the Board of Trustees approve a CIP adjustment for employee wages in 2020 and a contingency for merit increases.

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
Vacant	-

8. **Return to Work Policy for workplace and non-workplace injuries/illnesses**

Motion by Schuster, second by Simmons to recommend the Board of Trustees approve the return to work policy. Q/Donner pointed out that this policy was included in the old employee handbook but was never carried over to the new handbook. He said employees are encouraged to come back to work as soon as possible. If the employee cannot resume their regular duties, they can be offered other tasks. Schuster stated the sooner they get back to work the sooner they will fit back in. A letter from a physician, showing any job restrictions, is required before an employee can return to work.

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
Vacant	-

9. Authority to Approve Staff Morale Programs

Weinkauf stated she had discussions with Fiene regarding staff morale when he began his term. She said having casual Friday's and Packer day apparel on game day really helps boost employee morale and she would like to see it continue. Linda Hackbarth, an audience member, said employee morale is important. At her workplace they use recognition cards. Fiene said the Administrator should be able to approve any staff morale programs or suggestions.

Motion by Schuster, second by Zeyghami to recommend the Board of Trustees authorize the Administrator to approve any staff morale programs. Q/ Sparks said if any of these programs would impact the budget, they should come before the Human Resources Committee and the Board of Trustees for approval.

Motion by Schuster, second by Simmons to amend the original motion and add any programs that could have a financial impact on the budget need to be approved by the Human Resources Committee and Board of Trustees.

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
Vacant	-

All in favor of the original motion as amended.

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
Vacant	-

10. Employee Holiday Party

Donner discussed how the party is conducted on-site and suggested moving the party off-site. He mentioned there is alcohol, but it's purchased from the "Sunshine Fund", which comes from recycling cans and scrap metal. The date of the party is January 11. Weinkauf said the employees don't like the idea of moving the party off-site. She said they really enjoy cooking their own steaks. It's become a fun tradition. Moving the party off-site could be more expensive. There was a short discussion regarding liability to the Village with allowing employees to drink alcohol on-site. Fiene suggested checking with the Village attorney. Donner will do that and put this item on the next meeting agenda.

11. Business writing class update

Weinkauf stated she finally got the agreement signed and sent over to UWSP. There will be 25 employees attending the class. She said she invited EMPD and SAFER but has not heard back if they would like to participate. As of now, there are 21 employees that will be attending on November 11 from 1:00 – 4:00 p.m.

12. Annual review update

Donner said employee reviews are in the process of being set up for the Directors. The goal for completion is November 15th.

FUTURE ITEMS.

13. Next regular meeting date: Monday, November 4

14. Topics for future meetings.

No comments

15. Remarks from Staff.

No comments

16. Remarks from Committee members.

Robin Hegg resigned.

17. Announcements.

None

ADJOURNMENT

Motion by Schuster, second by Simmons to adjourn the meeting at 5:00 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
Vacant	-