

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
Human Resources Committee Meeting
September 16, 2021

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 9:02 am Thursday, September 16, 2021.

Members Present: President Pat Kenny, Trustee Prudden

Members Absent: Trustee McGreevy

Also Present: Jeff Cates, Theresa Loomer

General Business

Approval of Minutes for July 9, 2021

The minutes for the July 9, 2021 meeting were distributed.

Trustee Prudden/President Kenny 2nd made a MOTION to approve the July 9, 2021 meeting minutes, as presented, and the MOTION carried without negative vote.

Police Dept. Retention and Hiring

Police Chief Jeff Cates confirmed there is an officer within the department that has applied with other departments and Cates wanted to discuss retention ideas for the current staff and ideas for future recruitment. The committee discussed additional pay for the flex positions, a more standardized schedule, when possible, and a bonus for candidate referrals. Loomer stated in the past the Village has been more reactionary to employees that intend to leave and would like to extend the conversation to all village employees and come up with additional retention incentives.

DPW, Police, Court, Launch and Beach Job Descriptions

The court clerk, police chief, police administrative assistant, launch manager and staff, beach manager and staff and seven DPW position descriptions were distributed.

President Kenny/Trustee Prudden 2nd made a MOTION to recommend Village Board approval of the position descriptions, as presented, and the MOTION carried without negative vote.

2022 Beach Manager Position

Loomer stated she would like to see a salaried manager position at the beach with an expectation of working 32 – 40 hours per week, much like the launch position that was created in 2019. The position would be expected to actively manage and schedule employees between the end of May and beginning of September. There was discussion about a combined manager position for the beach and the launch. Loomer was instructed to speak with the launch manager about the feasibility of overseeing both the beach and the launch.

Set Next Meeting Date

The next meeting date is to be determined.

Adjournment

Trustee Prudden/President Kenny 2nd made a MOTION to adjourn the meeting at 9:36 am, and the MOTION carried without negative vote.

Minutes prepared by: Theresa Loomer, Village Administrator/Clerk

Note: These minutes are subject to further editing. Once approved by the Human Resources Committee, the official minutes will be kept on file at the Village Hall.

APPROVED: 10/15/21