

**VILLAGE OF FONTANA ON GENEVA LAKE**  
**WALWORTH COUNTY, WISCONSIN**  
**(Final Minutes)**  
**Human Resources Committee Meeting**  
February 2, 2023

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 10:00 am on Thursday, February 2, 2023.

**Members Present:** President Pat Kenny, Trustee Petersen

**Members Absent:** Trustee McGreevy

**Also Present:** Administrator Theresa Loomer, Deputy EMS Chief Rick Manthy, Fire Chief Wolf Nitsch, Treasurer Liz Baumann

**General Business**

**Approval of Minutes from December 19, 2022**

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to approve the minutes from the December 19, 2022, meeting, as presented, and the MOTION carried without negative vote.

**Discussion or Action on Part-Time EMS/Fire Pay Scale**

An updated part-time pay scale was presented and matches the current full-time employee pay scale which is based on licensure (EMT-A or Paramedic) and steps based on years of service with the village. Staff recommends in favor of the updated pay scale to attract additional qualified part-time staff, which in turn saves the Village on full-time staffing costs. In response to a question, the Fire Chief's replied the full-time EMS staff are in favor of the equal pay scale.

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the part-time EMS/Fire pay scale, as presented, and the MOTION carried without negative vote.

**Discussion or Action on Insurance Contribution for Part-Time WRS Eligible Employees**

Loomer stated there are some part-time Wisconsin Retirement System (WRS) eligible employees which automatically make them eligible for the village's health insurance plan. Per Employee Trust Funds (ETF), a part-time WRS enrolled employee must be offered health insurance and the minimum amount the municipality shall pay is 25% of the lowest cost plan; however, the municipality may choose to pay more towards the premium. Loomer recommended the Village contribute the minimum required towards part-time WRS eligible employee health insurance plans. There was additional discussion about whether to allow part-time EMS employees to meet the minimum criteria to become eligible for ETF benefits. The current criteria are working 1200 hours in a rolling calendar year.

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to recommend the Village Board approval of a policy in which the Village shall contribute the minimum requirement defined by ETF for a WRS eligible part-time employee, which is currently 25% of the lowest cost plan. The MOTION carried without negative vote.

**Discussion or Action on Employee Exit Interviews**

Loomer recommended developing a policy and list of standardized questions for exit interviews. The committee was in favor of the concept and additional information will be brought back to the next meeting.

**Closed Session**

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to go into closed session at 10:19 am pursuant to Wis. Stats. Chapter 19.85(1)(c), "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises

responsibility,” review Administrator Compensation.

The Roll Call vote was as follows:

President Kenny – Aye

Trustee Petersen – Aye

The MOTION carried on a 2-0 vote with Trustee McGreevy Absent

### **Open Session**

#### **Review Administrator Compensation**

This item was discussed in closed session.

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to recommend Village Board approval to award Administrator Loomer an additional week of vacation, and the MOTION carried without negative vote.

### **Adjournment**

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to adjourn the meeting at 10:27 am and the MOTION carried without negative vote.

Minutes prepared by: Theresa Loomer, Village Administrator

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: 04/20/2023