

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
Human Resources Committee Meeting
March 29, 2019

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 9:00 am on Friday, March 29, 2019 in the Village Hall.

Members Present: President Pat Kenny, Trustee Prudden

Members Absent: Trustee McGreevy

Also Present: Theresa Loomer

General Business

Approval of Minutes for January 24, 2019

Trustee Prudden/President Kenny 2nd made a MOTION to approve the minutes from the January 24, 2019, and the MOTION carried without negative vote.

Village Hall Staffing Discussion

Loomer stated that there are currently only two full-time employees at Village Hall, and as a result of the reduction in the number of staff that has occurred over the past year and a half, and the added responsibilities that current staff has absorbed, she proposed adding a Deputy Clerk/Treasurer position. Since the position would be split evenly between clerk and treasurer duties, with 20-hours per week devoted to clerk work and 20-hours per week devoted to treasurer work, and since the current treasurer works an average of 20 hours per week, the committee felt it would be most appropriate to create a Treasurer/Deputy Clerk position and move Treasurer Vilona to a consultant role once a new employee is hired and fully trained.

Trustee Prudden/President Kenny 2nd made a MOTION to recommend Village Board approval of a full-time Treasurer/Deputy Clerk position, and have Treasurer Vilona transfer to a consultant role once a new employee is hired and fully trained, and the MOTION carried without negative vote.

Set Next Meeting Date

The next meeting date was scheduled for Friday, April 26, 2019 at 9:00 am.

Adjournment

President Kenny/Trustee Prudden 2nd made a MOTION to adjourn the meeting at 9:12 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: 05-31-19