

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
Human Resources Committee Meeting
July 9, 2021

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 9:00 am Friday, July 9, 2021.

Members Present: President Pat Kenny, Trustee Prudden

Members Absent: Trustee McGreevy

Also Present: Theresa Loomer

Closed Session

Trustee Prudden/President Kenny 2nd made a MOTION at 9:00 am to go into Closed Session Pursuant to Wis. Stats. Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” specifically PBI Proposed Contract Amendment.

The Roll Call Vote was as follows:

President Kenny – Aye

Trustee Prudden – Aye

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

Adjournment Closed Session

Trustee Prudden/President Kenny 2nd made a MOTION at 9:14 am to adjourn the closed session and reconvene in open session, and the MOTION carried without negative vote.

Open Session Business

Approval of Minutes January 15, 2021

Trustee Prudden/President Kenny 2nd made a MOTION to approve the minutes from the January 15, 2021 Human Resources Committee Meetings, and the MOTION carried without negative vote.

PBI Proposed Contract Amendment Recommendation

This item was discussed in closed session.

Trustee Prudden/President Kenny 2nd made a MOTION to recommend the Village Board deny the modified contract as proposed, and the MOTION carried without negative vote.

Proposed Updates to Chris Schwenn Memorial Donor Program

Loomer stated that while working with Attorney Dan Vliet last year on WPPA contract negotiations, he pointed out that the Chris Schwenn Memorial Donor Program was not in compliance with IRS guidelines. The policy has since been amended to comply with IRS guidelines and Loomer recommended approval.

Trustee Prudden/President Kenny 2nd made a MOTION to recommend Village Board approval of the proposed updates to the Chris Schwenn Memorial Donor Program, and the MOTION carried without negative vote.

Village Treasurer Position Structure Update

Loomer stated that at the last HR Committee meeting she was directed to contact Attorney Thorpe to find out whether the Village Treasurer position can be served as a contract position, and Thorpe responded with the opinion that it can. The committee would like to make sure Deputy Clerk Stephanie Smith is fully trained and then move the Treasurer position to a contracted position at the beginning of next year.

Village Hall Position Descriptions

Loomer presented position descriptions for Court Clerk, Deputy Clerk Treasurer I, Deputy Clerk Treasurer II, Treasurer and Administrator/Clerk.

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.

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 9:26 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: 09/16/21