

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
Human Resources Committee Meeting
July 27, 2018

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 9:45 am on Friday, July 27, 2018 in the Village Hall.

Members Present: President Pat Kenny, Trustee Prudden, Trustee McGreevy
Also Present: Jeff Cates, Theresa Loomer

Closed Session

Trustee Prudden/Trustee McGreevy 2nd made a MOTION at 9:45 am to go into Closed Session 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,” specifically Review Pay and Benefits for Admin. Assistant Stephanie Klug and Probationary Status Review for Administrator/Clerk Theresa Loomer.”

President Kenny – Aye

Trustee McGreevy – Aye

Trustee Prudden – Aye

The MOTION carried without negative vote.

Adjournment Closed Session

Trustee Prudden/Trustee McGreevy 2nd made a MOTION at 10:30 am to adjourn the closed session and reconvene in open session, and the MOTION carried without negative vote.

Open Session

Approval of Minutes for May 31, 2018

Trustee McGreevy/Trustee Prudden 2nd made a MOTION to approve the minutes from the May 31, 2018 meeting, and the MOTION carried without negative vote.

Review Pay and Benefits for Admin. Assistant Stephanie Klug

This item was discussed in closed session.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend a 10% pay increase for Admin. Assistant Stephanie Klug to the Village Board for approval, and the MOTION carried without negative vote.

Probationary Status Review for Administrator/Clerk Theresa Loomer

This item was discussed in closed session.

Trustee McGreevy/Trustee Prudden 2nd made a MOTION to recommend the Village Board extend Administrator/Clerk Theresa Loomer’s probationary period by six-months, and the MOTION carried without negative vote.

Proposed Annual Employee Wage Scale

Loomer stated she contacted four consulting firms that specialize in employment and wage classifications and each came back at roughly \$1,000 per position (\$15,000 to \$20,000 total). Loomer recommended either having each department head come up with ranges for their employees based off of research on similar duties and positions and/or contact the village’s HR consultant Al Kaminski to inquire if he would be able to complete a wage study and obtain a quote to bring to the village board.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to direct Loomer to contact HR Consultant Al Kaminski and obtain a quote to present to the Village Board, and the MOTION carried without negative vote.

Set Next Meeting Date

The next meeting date was scheduled for Thursday, August 30, 2018 beginning at 5:30 pm.

Adjournment

Trustee McGreevy/Trustee Prudden 2nd made a MOTION to adjourn the meeting at 10:30 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: 08/30/18