

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
Human Resources Committee Meeting
December 21, 2018

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 3:00 pm on Friday, December 21, 2018 in the Village Hall.

Members Present: President Pat Kenny, Trustee Prudden

Members Absent: Trustee McGreevy

Also Present: Kevin Day, Theresa Loomer

Open Session

Approval of Minutes for October 19, 2018

Trustee Prudden/President Kenny 2nd made a MOTION to approve the minutes from the October 19, 2018 meeting, and the MOTION carried without negative vote.

Review Proposals for Annual Employee Wage Scale and Performance Evaluation System

Loomer stated she received three proposals to develop job descriptions and conduct a salary study. The quote provided by the Korn Ferry Hay Group was for \$40,000, the quote from Carlson Dettmann Consulting was \$12,000 but did not include job descriptions, and the quote from Village HR consultant Al Kaminski was for the amount not to exceed \$10,000 and also includes the development of an employee performance evaluation system.

Trustee Prudden/President Kenny 2nd made a MOTION to recommend the Village Board approve hiring HR Consultant Al Kaminski to develop job descriptions for all Village positions, an employee performance evaluation system and a compensation management plan, and the MOTION carried without negative vote.

Review Proposed Employee Handbook

Loomer presented an updated employee handbook that combines provisions of the current handbook and the AFSCME contract in addition to several new policies. The goal of the handbook is to update policies and create a uniform handbook that covers all employees of the Village. Loomer pointed out the proposed policy and benefit changes. Trustee Prudden recommended requiring all employees who use their personal vehicles for Village business to submit proof of insurance at the required coverage levels to be kept on file as part of Chapter 5.4 Mileage and Business Expense.

Trustee Prudden/President Kenny 2nd made a MOTION to have the new provisions of the employee handbook reviewed by legal counsel, and the MOTION carried without negative vote.

Street Dept. Crew Member Salary Increase for Water License Certification – Drew Perepell & Tyler Kahlke

Perepell and Kahlke have been training with the Utility Dept. personnel for the past several months. Perepell received his Distribution Grade T and Groundwater Grade T licenses. Kahlke received his Distribution Grade T license. After 1,000 hours and one year of experience they will become Grade 1 Operator's. DPW Director Day recommended giving the employees an increase of \$.75 for each test passed, with an additional \$.25 increase after one year when the employees become Grade 1 Operator's.

Trustee Prudden/President Kenny 2nd made a MOTION to recommend the Village Board approve a \$.75 pay increase to Drew Perepell and Tyler Kahlke for each Water Certification Test passed, and an additional \$.25 pay increase once they become Grade 1 Operators after the required length of time and experience, and the MOTION carried without negative vote.

Rate Increase for Fire Dept. Staff to Match Paratech Employee Rate

Fire Chief Nitsch had requested a \$.25 pay increase for the fire dept. employees to match what the contracted Paratech employees are paid per hour.

Trustee Prudden/President Kenny 2nd made a MOTION to increase the Fire Dept. employees' wages by \$.25 to \$15.75 per hour, and the MOTION carried without negative vote.

Public Works Director Kevin Day Probationary Status Review

This item was discussed in closed session.

Trustee Prudden/President Kenny 2nd made a MOTION to recommend Village Board approval of the six-month probationary review of Public Works Director Kevin Day, and a salary increase to \$77,500 as specified in Day's employment contract, and the MOTION carried without negative vote.

Administrator/Clerk Theresa Loomer Probationary Status Review

This item was discussed in closed session.

Trustee Prudden/President Kenny 2nd made a MOTION to recommend Village Board approval of the probationary review of Administrator/Clerk Theresa Loomer, and a salary increase to \$80,000, as specified in Loomer's employment contract, and the MOTION carried without negative vote.

Closed Session

Trustee Prudden/President Kenny 2nd made a MOTION at 4:01 pm 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 Street Dept. Crew Member Salary Increase for Water License Certification – Drew Perepell & Tyler Kahlke, Public Works Director Kevin Day Probationary Status Review and Administrator/Clerk Theresa Loomer Probationary Status Review. 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 4:17 pm to adjourn the closed session and reconvene in open session, and the MOTION carried without negative vote.

Set Next Meeting Date

The next meeting date is to be determined.

Adjournment

President Kenny/Trustee Prudden 2nd made a MOTION to adjourn the meeting at 4:18 pm, 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: 01/24/19