

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
Human Resources Committee Meeting
January 24, 2020

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 3:30 pm on Friday, January 24, 2020 in the Village Hall.

Members Present: President Pat Kenny, Trustee Prudden, Trustee McGreevy

Also Present: Theresa Loomer, Wolf Nitsch, Scott Vilona

Closed Session

Trustee Prudden/Trustee McGreevy 2nd made a MOTION at 3:46 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 Probationary Review and Compensation for Deputy Clerk/Treasurer Stephanie Smith, Compensation Review for Treasurer Scott Vilona, and Transfer DPW Mechanic from Salary to Hourly Pay. The Roll Call Vote was as follows:

President Kenny – Aye

Trustee Prudden – Aye

Trustee McGreevy – Aye

The MOTION carried on a 3-0 vote.

Adjournment Closed Session

Trustee Prudden/Trustee McGreevy 2nd made a MOTION at 4:16 pm to adjourn the closed session and reconvene in open session, and the MOTION carried without negative vote.

Open Session Business

Approval of Minutes for December 16, 2019 Meeting

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to approve the minutes from the December 16, 2019 Human Resources Committee Meeting, and the MOTION carried without negative vote.

Probationary Review and Compensation for Deputy Clerk/Treasurer Stephanie Smith

This item was discussed in closed session.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend Village Board Approval of Stephanie Smith’s six-month employment review and increase her salary to \$42,500 and provide an additional week of vacation for 2020, and the MOTION carried without negative vote.

Compensation Review for Treasurer Scott Vilona

This item was discussed in closed session.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend Village Board approval to increase Treasurer Scott Vilona’s compensation from \$48.75 per hour to \$50.00 and to follow-up on the training progress with Deputy Clerk/Treasurer Stephanie Smith in three months, and the MOTION carried without negative vote.

Transfer DPW Mechanic from Salary to Hourly Pay

It was recommended that since DPW Mechanic Jim Hoover is paid overtime for snow plowing and to be consistent with the employee handbook which only pays overtime for non-exempt full-time employees, that Hoover adjust from salary to hourly, which converts his rate of pay from \$58,448 per year to \$28.10 per hour.

Trustee McGreevy/Trustee Prudden 2nd made a MOTION to recommend the Village Board approve the transition from Salary to Hourly employment status for DPW Mechanic Jim Hoover, and the MOTION carried without negative vote.

Review and Recommend Proposed Employee Wage Scale

Loomer presented the most up to date wage scale to the committee members. She asked specifically how the committee would like to handle the library, seasonal and fire dept. positions along with the contracted staff. The committee recommended eliminating the library staff from the wage scale and setting that wage range annually during budget season for seasonal staff and fire dept. members. Loomer will bring back an updated wage scale at the next meeting.

Determine Employment Categories that Require Pre-Employment Physicals

Loomer explained that over the past few years both the boat launch and fire dept. have suffered workers compensation claims due to work injuries. The Village does not require pre-employment physicals for either department, however, Loomer states she recommends requiring physicals to work in these positions in order to reduce the Village's liability. The committee recommended ensuring the applicants for the launch are able to meet the physical requirements in their job description and to require that any prospective fire dept. members pass a physical before joining the department.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend Village Board approval to require physicals of Fire Dept. applicants prior to gaining membership with the Fire Dept., and the MOTION carried without negative vote.

Discuss Employee vs. Volunteer Status of Fire Dept. Members

At the last monthly meeting the committee discussed offering certain benefits to the fire dept. members. Loomer stated there may a requirement to offer certain benefits to all employees of the Village and that it is unclear whether the fire dept. members are volunteers or employees. Loomer stated she spoke to an attorney at the League of Wisconsin Municipalities who explained the determination is made on the totality of circumstances and some of the determining factors include expectations – such as a set on-call schedule, level of compensation, distance of travel, benefits provided, etc. The League attorney suggested the Village's municipal attorney review all factors and make a determination on volunteer or employee status.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to direct Administrator Loomer to contact Attorney Thorpe and provide all necessary information in order to determine whether the Fontana Fire Dept. members are volunteers or employees of the Village. The MOTION carried without negative vote.

Set Next Meeting Date

The meeting date is To Be Determined.

Adjournment

President Kenny/Trustee Prudden 2nd made a MOTION to adjourn the meeting at 4:17 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: 07/17/20