

**VILLAGE OF FONTANA ON GENEVA LAKE**  
**WALWORTH COUNTY, WISCONSIN**  
**(Official Minutes)**  
**Human Resources Committee Meeting**  
December 16, 2019

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 4:00 pm on Monday, December 16, 2019 in the Village Hall.

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

**Members Absent:** Trustee McGreevy

**Also Present:** Kevin Day, Theresa Loomer, Wolf Nitsch

**Closed Session**

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION at 4:28 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 Performance Reviews and Compensation Recommendation for Street Crew Employee Joe Special. 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 2<sup>nd</sup> made a MOTION at 4:31pm to adjourn the closed session and reconvene in open session, and the MOTION carried without negative vote.

**Open Session Business**

**Approval of Minutes for August 29, 2019**

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to approve the minutes from the August 29, 2019 meeting, and the MOTION carried without negative vote.

**Review and Recommend Proposed Wage Scale**

Loomer presented four versions of the proposed wage scale. There are several factors to consider with each employment category and recommended the committee members review the range for each position to establish the spread between the minimum and maximum wages at the next meeting.

**Discuss Employment Classifications Qualified to Receive Overtime and Holiday Pay**

Loomer stated that seasonal employees currently earn 1 ½ times their regular rate of pay on Memorial Day, 4<sup>th</sup> of July and Labor Day. There was discussion about whether paid-on-call fire dept. members should also be paid overtime on holidays. Loomer stated she reached out to other Walworth County municipalities on whether their paid-on-call fire dept. members are paid overtime on holidays and only four communities responded, but out of the four, three do not pay overtime on holidays and one does. The committee asked Fire Chief Nitsch to gather more information on whether other communities compensate their POC's 1 ½ times on holidays but to leave the pay structure as it currently stands for now.

**Discuss Employee Benefits and Eligibility**

With the release of the new employee handbook, paid-on-call members of the fire dept., have asked about the ability to participate in benefits that are no cost to the Village including AFLAC, Section 125 and Deferred Compensation. The committee recommended that only eligible full-time employees have access to Village benefits at this time.

**Review and Recommend Proposed Amendments to Employee Handbook**

Loomer recommended cleaning up the language in several sections of the employee handbook. Loomer expressed concern over the required level of vehicle insurance and whether the amounts were too high, especially considering the Village does not have a municipal vehicle to offer employees as an alternative to using an employee’s own vehicle. The committee asked Loomer to find out what levels of vehicle insurance employees currently maintain in order to determine whether the required amounts are too high and should be adjusted.

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the presented amendments, and to research appropriate levels of vehicle insurance, and the MOTION carried without negative vote.

**Fire Chief Health Insurance Benefit Proposal**

Nitsch stated his wife has been offered health insurance through her part-time position which costs \$270 per month. The Village currently funds Nitsch’s insurance at a 50% rate and pays \$615 per month. Nitsch has requested the Village allow him to join his wife’s health insurance plan and fund the full out of pocket portion which is less than half of what the Village is currently paying, with the condition that he would have the ability to go back to receiving payment for half of his health insurance through the Village if his wife discontinues her current employment. The cost savings to the Village would be \$345 per month.

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to approve the health insurance benefit, as requested, for Fire Chief Wolf Nitsch, and to continue funding half of the his health insurance in the previous manner if his wife separates from her employment, and the MOTION carried without negative vote.

**Discuss Administrator Human Resource Training**

Loomer stated a large portion of her position is related to HR management and she would like to become an SHRM member and investigate becoming SHRM certified.

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to approve SHRM membership and certification and investigate whether any other employees could benefit from the training, and the MOTION carried without negative vote.

**Performance Review and Compensation Recommendation for Street Crew Employee Joe Special**

This item was discussed in closed session.

**Set Next Meeting Date**

The meeting date is To Be Determined.

**Adjournment**

President Kenny/Trustee Prudden 2<sup>nd</sup> made a MOTION to adjourn the meeting at 4:32 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: 01/24/2020