

**VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN**
(Official Minutes)
Human Resources Committee Meeting
May 31, 2018

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 5:45 pm on Thursday, May 31, 2018 in the Village Hall.

Members Present: President Pat Kenny, Trustee Prudden, Trustee McGreevy
Also Present: Theresa Loomer, Fire & Rescue Dept. Chief Wolfgang Nitsch

Closed Session

Trustee Prudden/Trustee McGreevy 2nd made a MOTION at 5:45 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 Fire & Rescue Dept. Chief Compensation Review and Performance Reviews and Compensation Recommendations for Deputy Clerk/Treasurer Julie Olson and Police Dept. Administrative Assistant Stephanie Klug.”

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 6:14 pm to adjourn the closed session and reconvene in open session, and the MOTION carried without negative vote.

Open Session

Approval of Minutes for April 26 and May 11, 2018

Trustee McGreevy/Trustee Prudden 2nd made a MOTION to approve the minutes from the April 26th and May 11th, 2018 meetings, and the MOTION carried without negative vote.

Fire & Rescue Dept. Chief Compensation Review

This item was discussed in closed session.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend the Village Board approve increasing the Fire & Rescue Dept. Chief’s salary to \$18,500 and offering him health, dental and vision insurance package at the 50% rate, and the MOTION carried without negative vote.

Performance Reviews and Compensation Recommendations for Deputy Clerk/Treasurer Julie Olson and Police Dept. Administrative Assistant Stephanie Klug

This item was discussed in closed session.

Trustee McGreevy/Trustee Prudden 2nd made a MOTION to recommend the Village Board approve a 3% wage increase for Deputy Clerk/Treasurer Julie Olson and a 3% wage increase for Police Dept. Administrative Assistant Stephanie Klug based off of positive performance evaluations, and the MOTION carried without negative vote.

Proposed Annual Employee Wage Scale

Loomer proposed implementing a wage scale for each position within the Village. The wage scale would be set at the beginning of each year and adjusted for cost of living. An employee could move within the wage scale based on feedback from their annual evaluation. Committee members directed Loomer to contact the League of Municipalities and other communities that use similar pay structures to find out how they were developed and implemented.

Pre-Employment Testing Proposal Through Mercyhealth

The Village currently uses Absolute Mobile Testing, LLC for pre-employment and random drug testing for public works employees who hold their CDL. The annual fee is \$125 and \$76.50 for each drug test. The police dept. requires a pre-employment drug screen physical, left test and audio test, all of which is performed through Mercy for a total of \$153. Loomer met with the occupational health specialist from Mercy and if the Village were to include a physical and lift test for new public works employees, Mercy could offer a bundled rate of \$115 and charge \$40 for any pre-employment or random drug test. Loomer contacted the insurance company and the Village's rep said although there would be no immediate impact from requiring a physical and lift test for new public works employees, it would likely help the Village control the experience mod rating when it comes to future workers compensation claims.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend Village Board approval of the pre-employment testing proposal through Mercyhealth, and the MOTION carried without negative vote.

Set Next Meeting Date

The next meeting date was scheduled for Thursday, June 21, 2018 beginning at 5:45 pm.

Adjournment

Trustee McGreevy/Trustee Prudden 2nd made a MOTION to adjourn the meeting at 6:27 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: 07/27/18