



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
MEETING MINUTES OF THE HUMAN RESOURCES COMMITTEE**

Weston Municipal Center Board Room
4747 Camp Phillips Rd, Weston, WI 54476

Monday, August 7, 2023 @ 5:00 p.m.

1. **Call to Order & Welcome by Chairperson Hartinger.**
The meeting was called to order by Chairperson Hartinger at 5:03 p.m.

2. **Roll Call by Clerk**

<u>Human Resource Member</u>	<u>Present</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes- Zoom
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	Excused
Hegg, Robin	Yes
Meinel, Steve	Excused
Arndt, Jay	No

3. **Pledge Allegiance to the Flag**
4. **Approval of Human Resources Committee Meeting Minutes of July 12, 2023**

Motion by Hackbarth, second by Weiland to approve the meeting minutes from July 12, 2023.

Yes Vote: 3 No Votes: 0 Abstain: 1 Not Voting: 3 Result: Pass

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	-----
Hegg, Robin	Abstain
Meinel, Steve	-----
Arndt, Jay	-----

5. **Public comments**
None.

NEW BUSINESS

6. **Administrator Report**

Donner gave an update on our new employee: Raechel Tessen she started as our new Administrative Assistant/Deputy Clerk 1 on July 17th. Donner gave a brief update on where Public Administration Associates are on the compensation review of our exempt employees. An organization study proposal with Baker Tilly, Public Administration Associates and Clifton Larson Anderson has been requested by the Board of Trustees. Wodalski gave a staffing update, they are in the process of interviewing for a 5th Utility Operator.

7. Discussion and possible action on Employee Handbook Content

- **Chapter 5 Job Classifications and Compensation**
- **Chapter 8 Training, Development, Appraisals**
- **Chapter 13 Employee Paid and Unpaid Leaves**
 - **Additional Floating Holiday**

The Human Resource Committee recommends that the Village attorney reviews the handbook in its entirety. The committee recommends that Administrator and Directors should review the handbook first and submit their recommendations for the next meeting agenda. Hackbarth and Hegg would like an electronic word version so they can add their suggestions. Trautman asked the committee if they were thinking about giving CPI and merit based raises this upcoming budget year. Hackbarth said the village needs to look at their compensation philosophy: common practice to give pay for performance merit increases and then market increase as needed. The village needs to figure out what percentage of increase will be given in this budget year and then use a grid system because it's beneficial in keeping a uniform practice for pay increases. Hegg said typically the philosophy is to create the salary ranges annually and then adjust them to market annually. The cost of living is within this analysis, and then you can have true pay for performance increase. Hackbarth said their employees merit increases range from 0% - max amount based on their evaluation.

REMARKS FROM COMMITTEE MEMBERS

Hegg asked for an update on the Administrator position.

REMARKS FROM CHAIR

Hartinger would like to have the employee handbook on the next agenda with Administrator and Directors updates/recommendations. Hartinger requests the Public Administration Associates completed compensation review of our exempt employees at the next meeting.

FUTURE ITEMS

Next meeting date:

September 5th or 6th a doodle poll will be sent out to see what the availability is.

ADJOURN

Motion by Hackbarth, second by Hegg to adjourn the meeting at 5:54 p.m.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 3 Result: Pass

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	-----
Hegg, Robin	Yes
Meinel, Steve	-----
Arndt, Jay	-----