

**VILLAGE OF WAUSAUKEE
HEALTH, WELFARE, & PERSONNEL
COMMITTEE MEETING
(COMMITTEE MEMBERS: JULIE PARKANSKY, ROSIE FIGAS, JEFF TOWNSEND)
MONDAY, JULY 27th, 2009
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE**

**Immediately Following the Special Village Board Meeting
MINUTES**

1. Call to Order – Chairman Julie Parkansky called the meeting to order at 5:09 pm. The following committee members present were Jeff Townsend and Rosalyn Figas. Also in the audience were Village board members John Ranallo, Kellen Stumbris, and Hilbert Radtke, resident Ruth Jicha, Street Supervisor Darryll Schmidt, Water/Sewer Operator Pam Aide, Village Treasurer Sara Pullen and Village Clerk Toshia Ranallo.
2. Approval of Agenda – Rosalyn Figas made a motion seconded by Jeff Townsend to approve the agenda. Motion carried.
3. Discussion – Employee Handbook – Figas stated earlier that day she had met with Clerk Ranallo and made some proposed changes to the handbook.

In the Table of Contents under Employee Pay and Benefits Figas preferred **‘Health Insurance’** rather than ‘Group Health Insurance Plan.’

Figas suggested that under Family and Medical Leave, section 5, the first two sentences should be eliminated. Figas recommended the next sentence. **‘The employee will not receive health insurance reimbursement while on family or medical leave.’** Figas asked the committee to keep in mind that this section will tie in with the Health Insurance section.

Under Health Insurance **‘Fulltime’** was inserted at the beginning of the first paragraph as well as **‘reimbursement’** after medical insurance.

The second paragraph Figas urged to eliminate the first sentence and replace it with **‘The Village will reimburse up to \$500 per month for the purpose for purchasing health insurance for the employee. Reimbursement will be paid to the employee upon presentation of paid insurance premium statement. No reimbursement will be paid while an employee is on leave.’**

Figas stated that the idea is not to provide a policy, but help fulltime employees obtain a policy.

Darryll Schmidt expressed his concerns and stated that when previous Village President Jolene Christ was in office, the Village provided insurance for employees. He added that the Village paid approximately \$1300 a month and he presented Christ a cheaper policy by attaining one through Bank North. Schmidt stated that it was a huge savings for the Village. Schmidt stated that he feels he is being singled out because he is the only fulltime employee. Figas asked Schmidt what is his deductible. Schmidt was unsure. Figas stated that in our economic times there have been cutbacks in insurance. Townsend stated that there is not one employer that can be found who pays 100 percent insurance. Figas reassured that these are proposed changes and welcomes input.

Under Training/Seminar Attendance, paragraph 2, Figas suggested to eliminate ‘pay’ and insert **‘reimburse’** and strike the last two sentences and replace it with **‘The reimbursement of said fees is also subject to Village Board prior approval.’**

Under Work Conditions and Hours of Work, paragraph 2, Figas suggested striking ‘complete a daily time sheet’ and insert **‘punch the time clock.’** The second sentence will begin with **‘Scheduled weekend checks’**; eliminate ‘personal days’ and insert **‘paid time off or paid holidays** (omit medical leave, and funeral leave) **shall be handwritten on the timecard.’** Figas suggested timecards should be completed and forwarded to the Village Clerk by **‘9:00 am Monday’** before payday. The last sentence of paragraph 2 was removed and replaced with **‘Handwritten work hours (other than scheduled checks) must be approved by the Village President or their designee.’** Paragraph 3, sentence 2, ‘should’ was replaced by **‘will’** and **‘Log sheets will be turned in weekly to the Village Clerk’** was inserted. Last paragraph, **‘and should be handwritten on the timecard.’** was inserted and finalized this section.

Under Time Clock/Card Procedures, number 5, ‘shop’ was replaced by **‘Village Hall’** and the rest of the paragraph was eliminated.

Under Reporting Absences or Tardiness, Figas suggested eliminating ‘may be’ and insert **‘are’**. The committee discussed whether or not to require employees to submit a doctor’s certificate or other medical authorization prior to being permitted back to work, after being absent due to illness or injury for three (3) consecutive workdays. The committee agreed this matter needs additional attention.

Under Work Performance, sentence 2, **‘by the Health, Welfare, & Personnel Committee’** and sentence 3, **‘and training’** was inserted.

‘Accidents’ was added to the ‘Work Related Injuries/**Accidents**’ heading. The explanation was reworded to read **‘all work related injuries/accidents must be reported to office personnel at the time of occurrence.’**

Under section VI, ‘Employee Conduct and disciplinary Action’ was changed to **‘Work Practices.’** ‘Rules of’ was removed and **‘at work’** was replaced to read **‘Conduct at Work.’**

Figas will suggest taking the ‘Grievance Procedure’ out of the appendix and inserting in the handbook.

The committee briefly discussed the meal and mileage reimbursement resolutions and Figas recommended keeping them as resolutions rather than inserting them in the handbook.

Figas will propose to remove Appendix C, Medical Care Reimbursement Plan.

Additional information was requested for employee misconduct procedures. Clerk Ranallo will research other municipalities and have examples for the next committee meeting. A meeting was set for Monday, August 3rd at 9:30am.

4. Adjourn – Rosalyn Figas made a motion seconded by Jeff Townsend to adjourn at 7:15 pm.
Motion carried.

Posted on (July 28th, 2009)

At (2:00 PM) by (TR)

NOTICE IS HEREBY GIVEN THAT SOME VILLAGE BOARD MEMBERS WHO ARE NOT MEMBERS OF THIS COMMITTEE MAY ATTEND THIS COMMITTEE MEETING SO AS TO CONSTITUTE A QUORUM AND A MEETING OF THE VILLAGE BOARD. ANY SUCH BOARD MEMBERS ATTENDANCE WILL BE EXCLUSIVELY FOR INFORMATION PURPOSES, DISCUSSION, AND/OR RELATED PURPOSES. THE VILLAGE BOARD WILL NOT TAKE ANY OTHER ACTION AT THE COMMITTEE MEETING.

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