

VILLAGE OF WAUSAUKEE
HEALTH & WELFARE & PERSONNEL COMMITTEE MEETING
(Committee members: Ann Hartnell, Rosie Figas, and Jeff Townsend)
WEDNESDAY, JANUARY 26th, 2011
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE

4:30 PM

MINUTES

1. Call to Order – Chairperson Ann Hartnell called the meeting to order at 4:32 pm. Committee members in attendance were Rosie Figas and Jeff Townsend. Also in attendance were Village Treasurer Sara Pullen, Streets Supervisor Darryll Schmidt and Trustee John Ranallo.
2. Approval of Agenda – Townsend made a motion seconded by Figas to approve the agenda as printed. Motion carried.
3. Audience to Anyone Wishing to Speak – None.
4. Discussion – Pay Scales – After a brief discussion, the Committee decided to table the issue until more information could be gathered in reference to pay scales for local communities of comparable size to the Village. Figas made mention that she would like to see years of experience listed on the new gradation schedule.
5. Discussion – Job descriptions for Water/Sewer Supervisor and Operators – Hartnell began by explaining some of the changes she and Operator Pam Aide made to the Water/Sewer Supervisor Duties list. Hartnell stated that duties were added to the list including PSC and CMAR report preparation, Utility report preparation for monthly Board meetings, gathering expenditures for the budget in the fall, and monitoring expiration dates. On the Water/Sewer Operator Duties list, Hartnell stated that the first six (6) items were removed as they are Supervisorial duties not Operator duties. Both the Supervisor and the Operator Duties lists were updated as far as the language and duties performed. Hartnell explained that there are duplicates as both the Operator and the Supervisor are expected to do many of the same duties. The Committee will recommend approving the revised duties lists to the Board at the February meeting.
6. Discussion – Employee Handbook Revisions – The Committee briefly discussed the omission of funeral pay from the new handbook and unanimously agreed to recommend to the Board that it be reinstated effective 1/1/2011.
A lengthy discussion ensued regarding employee health insurance. As a result, the Committee will recommend to the Board that the wording in the current handbook under the “Health Insurance” section on page nine, paragraph two, sentence one, shall read: “The Village will reimburse up to \$500 per month for the purpose of purchasing health insurance for the employee, their spouse, and their dependents.” The Committee would

also like to make the following statement part of the motion should the Board agree to make this change to the handbook: “The Village became aware of a discrepancy recently in the Health Insurance section of the employee handbook and is proposing the aforementioned wording change to take effect 1/1/2011. There will be no repercussions to the affected employee(s) because of the Village’s oversight in this matter.”

7. Motion to Adjourn – Figas made a motion seconded by Townsend to adjourn at 5:25 pm. Motion carried.

Submitted 1/28/11 (SP)