

MINUTES
WEDNESDAY FEBRUARY 24, 2016 6:30PM
PERSONNEL & WAGES COMMITTEE OF THE VILLAGE OF LENA BOARD
MUNICIPAL BUILDING BOARD ROOM
117 E MAIN ST, LENA WI. 54139 www.villageoflena.net

1. Call to Order/Members Roll Call:
Meeting called to order at 6.30pm by chair Terry Hinds. Members present – Judy Patenaude, Linda Hinds
Others - None
2. Approval of Agenda
Motion by Patenaude, second by L Hinds to approve agenda. Motion passed.
3. Approval of Committee Minutes of Previous Meeting
Motion by L Hinds, second by Patenaude to accept the minute of the January 20, 2016 meeting. Motion passed.
4. Employee Handbook.

Comp Time – Linda Hinds explained the rationale of amending the comp time policy to state that any overtime hours shall be paid as wages in the applicable pay period if the employee has 40 hours of comp time accrued. Motion by Patenaude, second by L. Hinds to approve the revised comp time policy and to forward to the village board for their consideration at the March board meeting. Motion carried unanimously.

Time Worked – Discussion occurred as to creating a “Time Work” policy to address the possible issue of employees working off-hours and not recording that time as time worked. This is a violation of FLSA regulations. Motion by L. Hinds, second by Patenaude to approve a “time worked” policy and forward to the village board for consideration at the March board meeting. . Motion carried unanimously.
5. Smartphone policy – deferred to the next Personnel/Wages meeting.
6. Utility Committee Status – this item was referred to the Personnel/Wages Committee by the village board at their January 18, 2016 meeting. The State Statutes indicate a village may create a utility commission and design its makeup and governance. The Committee interpreted this referral as a request to (re)establish the Utility Committee as a standing committee and formally create such committee in the village’s Code of Ordinances. The Personnel Committee did then approve a draft Ordinance 103.4B(6), which formalizes a Utility Committee comprised of all the trustees with delineated duties. This is in keeping with the setup of the previous (informal) utility committee. Motion by Patenaude, second by L. Hinds to forward draft Ordinance 103.4B(6) creating a Utility Committee as a standing committee and forward to the village board for consideration at the March board meeting. Motion carried unanimously.
7. No further actions were on the agenda. The next meeting of the Committee will consider a Smartphone Policy and discussion of updating job descriptions for inclusion as an Appendix in the Employee Handbook.
8. Next meeting is scheduled for March 14, 2016 at 6.30pm
9. Meeting adjourned at 7.15pm

Recorder: T. Hinds