

MINUTES
MONDAY MARCH 14, 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 – Steve Marquardt, village president
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 minutes of February 24, 2016 meeting. Motion passed.
4. Ordinance for Utility Committee – Discussion occurred concerning long term vision of this committee as perhaps having knowledgeable technical person(s) from the village as potential members of this committee (millwright, electrician, public works, finance) vs having the entire board make up the committee. As a result of the discussion it was decided to maintain the status of the seven board members as making up the utility committee for this year and consider changing the makeup for 2017. Draft Ord 103.4B (6) as approved at the last Personnel meeting will be forwarded to the village board on Monday, March 21, 2016.
5. Comp Time – considerable discussion occurred concerning comp time policy. It was brought up that with the very limited staff of the village, comp time does not necessarily fulfill its concept the best. It was decided to revise the comp policy to pay for overtime hours worked in excess of the 40 hours comp time accrued so that this policy would end on October 31, 2016. Thereafter all overtime worked will be paid as wages in the applicable time period and the comp time policy will terminate.
6. Time Worked – discussion on the new policy for Time Worked. The purpose of this policy is to comply with FLSA law concerning employees working at home and not reporting that time, to make sure the village is in compliance. The draft Time Worked policy was revised to reiterate that no employees are to work at home unless specifically approved by the chairperson or village president and that time must be reported as time worked. Motion by Linda Hinds, second by Patenaude to forward the Resolution for Comp Time changes and the Time worked Policy to the village board for the March 21, 2016 meeting. Motion carried unanimously.
7. Smartphone policy – discussion occurred on a cellular phone policy. The original draft policy was changed to address photos, social media and for the safe operation of village equipment. Motion by Patenaude, second by Linda Hinds to forward Cellular Phone Policy to the village board at the March 21, 2016 meeting. Motion carried unanimously.
8. Next meeting is scheduled for April 11, 2016 at 6.30pm and Updates to Employee Job Descriptions will be discussed.
9. Meeting adjourned at 7.45pm

Recorder: J. Patenaude