

Personnel & Wage Committee Minutes May 7, 2014

The May 7, 2014 meeting was called to order by Chairman Terry Hinds at 6:40 p.m.

Roll Call: Terry Hinds, Judy Patenaude

Absent: Linda Hinds – excused

Also present: Larry Belongia and Charlene Meier

Approval of Agenda – Judy P. made the motion to approve the agenda. Terry H. seconds the motion. Motion carried.

Approval of minutes – Judy Patenaude made the motion to approve the minutes from February 6, 2014 as printed. Terry Hinds seconds the motion. Motion carried.

Communications – none

Review current Village staffing, hours & rates – cross reference to what the clerk has. All members are to review.

Payroll frequency change – Payroll will change to bi-weekly as of July 1, 2014. A calendar of the pay days will be made and given to each employee. Payroll is on Wednesday (even though the handbook states Thursday)

Review of current health insurance program (State Group Health Insurance) – Currently the Village has Network Health as their insurance carrier. Several plans available in the county to the employees but the Village will only pay the Network Health rates.

Part time employee benefits – Village employee handbook needs to be reviewed regarding part time employees. Chairman Hinds questions the clerk if she received any information regarding the change from full time to part time. She stated she received nothing in writing. The Public Works committee will need to provide this documentation. Chairman Hinds will send a letter to the Public Works Committee regarding the part time situation.

Employee Handbook – needs to be updated. Members of the committee need to review for next meeting.

Duties/Responsibilities of Personnel & wage Committee – needs to be reviewed and it shall be added to the Code of Ordinances.

Announcements/Informational items only – none

Items for next Agenda – Village staffing, payroll frequency change, Village Health Insurance, part time employee benefits, employee handbook, duties & responsibilities of Personnel & Wage Committee.

Set next meeting date - The committee will meet the first Wednesday of each month. June 4th, 2014 at 6:30 p.m.

Adjournment – Judy Patenaude made the motion to adjourn. Terry Hinds seconds the motion. Motion carried. Meeting adjourned at 7:07 p.m.

Respectfully submitted,

Charlene J. Meier
Clerk/Treasurer