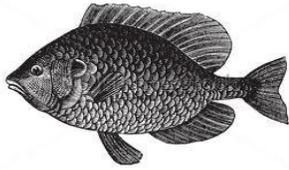


PERSONNEL MEETING MINUTES

Thursday – August 18, 2016 @ 6:00 p.m.

Village Office

7505 Main Street West, Webster, WI



VILLAGE OF WEBSTER

- I. **CALL TO ORDER** – Personnel Chairman, Sarah Casady called the meeting to order at 6:00 p.m.
- II. **PRESENT** – Village President, Jeff Roberts; Chairman, Sarah Casady; and Member, Tim Maloney. Others: Trustee, Darrell Sears. Absent: Member, Charlie Weis.
- III. **EMPLOYEE EVALUATION GUIDELINE DISCUSSION** – Chairman, Sarah Casady and the committee reviewed Employee Evaluation Guidelines. The Employee Evaluations are to be completed no later than October 1st of each calendar year. Department heads are responsible for the evaluations of direct reports. The Personnel Committee will conduct evaluation of department heads (e.g. Village Clerk, Public Works Director and Police Chief). Evaluations will be used to assist in determining wage increases as well as for the purpose of providing valuable input into the job performance of each individual employee. Any employee receiving a “needs improvement” rating will need to work with his/her direct supervisor to create and implement a corrective action plan. This guideline will be presented to the full-board for possible approval on September 14, 2016 at the Regular Board Meeting.
- IV. **EMPLOYEE PERFORMANCE EVALUATION DISCUSSION** – Discussion took place regarding the Employee Performance Evaluation form presented. All members present discussed the parameters for having the evaluations done. Full-time employees will be evaluated by October 1st each year, and Part-time/Seasonal employees will be evaluated by March 1st of each year. The Employee Performance Evaluation and deadlines will be presented to the full-board for possible approval on September 14, 2016 at the Regular Board Meeting.
- V. **WEA TRUST INSURANCE VS. STIPEND DISCUSSION** – Discussion took place amongst the committee to see if WEA Trust possible insurance rates increasing would warrant issuing a stipend to those employees participating. The committee wanted to wait to see how the rates come in for 2017. The committee also discussed considering 88% Employer portion and 12% Employee portion for the insurance.
- VI. **MOTION TO GO INTO CLOSED SESSION PER WIS. STAT. § 19.85(1) (c)** – Motion to go into closed session was made by Member, Maloney; seconded by Chairman, Casady. **Motion carried 4-0.**
- VII. **MOTION TO RECONVENE INTO OPEN SESSION PER WIS. STAT. § 19.85(2)** – Motion to reconvene into open session was made by Village President, Roberts; seconded by Member, Malone. **Motion carried 4-0.**
- VIII. **ADJOURNMENT.** Motion was made by Village President, Roberts to adjourn the Personnel Committee Meeting at 6:40 p.m., seconded by Chairman, Casady. **Motion carried 4-0.**

Respectfully submitted,

Jeff Roberts

Jeff Roberts, Village President

August 18, 2016

***These minutes are subject to approval at next month's Regular Meeting.