

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

ADMINISTRATIVE AND PERSONNEL COMMITTEE
Monday, February 10, 2020 * 7:30 AM * Park View Room

AGENDA

1. **Call meeting to order**
2. **Review and act on December 9, 2019 minutes**

Documents:

[AP120919md.pdf](#)

3. **Closed Session**

May convene into closed session pursuant to Wis. Stat. §19.85(1)(c) to consider employment and compensation data over which the governmental body has jurisdiction and exercises responsibility, more specifically non represented employees.

4. **Reconvene**

May reconvene into open session to take action on any closed session items

5. **Adjourn**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

**VILLAGE OF ELM GROVE
ADMINISTRATIVE AND PERSONNEL COMMITTEE
December 9, 2019 * 7:30 am**

Present: Chairperson Michalski, President Palmer, Trustees Haas and Domaszek. Trustee Kressin excused.
Also Present: Village Manager David De Angelis, Village Clerk Mary S Stredni, and Finance Director Monica Hughes.

1. Call to Order

Chairman Michalski brought the meeting to order at 7:35 a.m.

2. Minutes

President Palmer and Trustee Haas moved and seconded to approve the August 9, 2019 minutes. Motion carried.

3. Review and act to authorize to hire replacement for Public Works employee early

As Dr. Robinson was not yet present, the Committee took up this item before the review of EMS pay structure. De Angelis noted that a long-time public works employee is retiring effective January 31, 2020 and there is a part-time employee who has been working for Public Works for some time. This individual is qualified and the department would like to offer him the position and have him begin working January 1, 2020 to train with the current employee. This will result in an additional cost of approximately \$6275, but will provide a smooth transition and reduced department training time. President Palmer and Trustee Haas moved and seconded to approve hiring the replacement on January 1, 2020. Motion carried.

4. Review and act on EMS pay structure

Dr. Robinson arrived at 7:40 a.m. and reviewed the current structure. There are 39 people available for the night shift, but only seven available during the day. He has been reviewing the inequity between pay for the shifts and looking at what incentives could attract more people. Reviewed incentives for current employees to become EMT's. President Palmer opined that program should look at any people who are employed within the village for a business but do not live in the village. They may be interested in day time calls if an incentive is provided.

President Palmer and Trustee Haas moved and seconded to approve Dr. Robinson's pay structure beginning in 2020 and noted that there should be continued review of the program for the long-term. Motion carried.

5. Closed Session

By roll call vote at 7:58 a.m. the Committee went into closed session as permitted under Wisconsin §19.85(1)(c) to consider employment, compensation data or performance evaluation data of any public employee over which the governmental body has jurisdiction and exercises responsibility more specifically wages and benefits of non-represented employees. Motion carried by roll call vote.

6. Move back into open session

The Committee went back into open session at 8:05 a.m.

7. Adjourn

President Palmer and Trustee Haas moved and seconded to adjourn at 8:10 a.m. Motion carried.

Respectfully submitted,

Mary S Stredni, Village Clerk