

OFFICIAL PROCEEDINGS
VILLAGE OF DARIEN PERSONNEL COMMITTEE
Monday, September 25, 2017 – 6:00 PM
Darien Village Hall, 24 N. Wisconsin Street

1. **Call to Order.** President Kurt Zipp called the meeting to order at 6:00 p.m. in the Police Department Conference Room at Village Hall.
2. **Roll Call.** President Kurt Zipp and Trustees Jane Stiles and Ken Truckey were present. Administrator/Clerk-Treasurer Rebecca Houseman LeMire and Public Works Superintendent Greg Epping were also present.
3. **Approval of minutes from the May 13, 2016 Personnel Committee Meeting.** Trustee Stiles made a motion to approve the minutes as distributed. Trustee Truckey seconded, and the motion carried 3-0.
4. **2018 Budget Information: Employee Wages and Health Insurance.** Ms. LeMire presented a memorandum outlining the 2018 budget relating to employee wages and health insurance. Ms. LeMire stated that the budget includes a 2% wage increase for all employees and the Village will continue to pay for 100% of health insurance premiums to the extent possible. She mentioned that there are only 4 plans in Walworth County, instead of seven, and that this may result in a higher average cost. She said that the new Public Works Operator will likely start in January of 2018 and be paid in the \$17.00-\$20.00/hour range. The Committee discussed the memorandum. No action was taken.
5. **Review and recommendation to the Village Board regarding proposed changes to the Village of Darien Employee Manual (Section 26 – Sick Leave).** Ms. LeMire presented a recommendation to change the sick leave payout policy included in the employee manual to eliminate the cash payout option at separation for employees hired after 1/1/2015. She said that this will reduce the Village's unfunded liability while continuing to encourage longevity, as these employees may still use the value of the sick leave bank toward retiree health insurance premiums at retirement. President Zipp made a motion to recommend that the Village Board approve the changes to Section 26 – Sick Leave policy. Trustee Truckey seconded, and the motion carried 3-0.
6. **Review and possible action regarding the revised Public Works Operator Job Description, Job Advertisement, and Recruitment Schedule.** Ms. LeMire presented the revised job description for the Public Works Operator position, as well as the job advertisement and the recruitment schedule. Trustee Truckey made a motion to approve the documents. Trustee Stiles seconded, and the motion carried 3-0.
7. **The Personnel Committee will adjourn into closed session pursuant to Wis. Stats. 19.85(1)(c) for consideration of an Employment Agreement between the Village of Darien and the Village Administrator/Clerk-Treasurer.** Trustee Stiles made a motion to adjourn into closed session. Trustee Truckey seconded, and the motion carried unanimously at 6:22 p.m.
8. **The Personnel Committee will reconvene in open session to take possible action on a recommendation to the Village Board regarding the aforementioned Employment Agreement.**

Trustee Stiles made a motion to reconvene in open session. Trustee Truckey seconded, and the motion carried unanimously at 6:32 p.m. President Zipp made a motion to recommend approval of the Employment Agreement to the Village Board. Trustee Truckey seconded, and the motion carried 3-0.

9. Another meeting date was not set.

10. At 6:32 p.m., Trustee Truckey made a motion to adjourn the meeting. Trustee Stiles seconded, and the motion carried 3-0.

Respectfully Submitted,
Rebecca Houseman LeMire,
Village Administrator/Clerk-Treasurer

Date approved by Personnel Committee: April 16, 2018