

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Friday, February 17, 2017 7:00 a.m.

1. **Call to Order** In Chairperson John Imes' absence, Personnel Committee member Mary Gulbrandsen agreed to chair the meeting. She called the meeting to order at 7:10 a.m. Present, in addition to Ms. Gulbrandsen, were Committee members Erica Moeser, Amy Neeno-Eckwell, and David Vitse. Paula Hogan and Anne Readell were excused. Village Counsel Steve Zach of Boardman and Clark, LLP, Village Administrator Karl Frantz, Police Chief Dennis Pine, Police Officer Ashley Dostalek, Police/Court Clerk Martha Davis, Department of Public Works crew member Mark Stumpf and Village Clerk Cokie Albrecht were also in attendance
 - a. **Note compliance with open meeting law** Mr. Frantz confirmed the meeting had been properly posted and noticed.
 - b. **Approve minutes from previous meetings** Ms. Moeser moved and Ms. Neeno-Eckwell seconded a motion to approve the minutes of the regular and closed sessions of the Personnel Committee meeting on October 12, 2016 and the regular meeting on February 1, 2017. Motion passed unanimously.

Mr. Imes arrived at 7:15 a.m.

3. **Consider policy change or incremental decision to allow the conversion of sick leave to pay for health insurance premiums when an employee applies for and accepts Long Term Disability Insurance (LTDI) and is terminated from employment** (agenda item taken out of order) Mr. Zach discussed the proposed revisions to Section 6.06(e) of the *Personnel Policy Manual* to address employees who are eligible for retirement but leave Village employment while covered by Employee Trust Fund's LTDI. The revised paragraph would read (strikeouts indicate words removed; italics indicate words added):

If an employee retires, or if an employee is eligible for retirement and is terminated or laid off because the employee is determined to be permanently disabled and receives benefits under the Village's long-term disability policy, that ~~Only upon retirement may an~~ employee may utilize unused accumulated sick leave up to the capped amount to pay for qualified health insurance premiums. These funds may be utilized to pay premiums for health and dental insurance premiums, subject to prevailing Employee Trust Fund rules. "Retirement" means that the employee has retired from the Village under the Wisconsin Retirement System criteria.

Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to recommend that the Board of Trustees adopt the proposed revisions to Section 6.06(e) of the *Personnel Policy Manual*. Motion passed unanimously.

2. **Review and possible recommendation regarding revisions to Village leave policies due to medical conditions/injuries** Mr. Zach discussed his memo to Mr. Frantz dated October 27, 2016 regarding the Pregnancy Discrimination Act and Americans with Disabilities Act. He recommended the Village adopt a policy to address situations in which an employee has a restriction that precludes him/her from performing the functions of the job. His recommendation is that the policy would say either: 1) The Village will

not offer light duty, but will provide a leave of absence with potential coverage through Income Continuation Insurance and the Village's share of insurance premiums for a certain time; or 2) On a case-by-case basis, the Village will offer light duty to the extent such work were available; if no light duty were available, the Village would provide a leave of absence with potential coverage through Income Continuation Insurance and the Village's share of insurance premiums for a certain time. Some Committee members felt a separate policy should be developed for pregnant police officers since their circumstances are unique and a pregnancy is not a disability. If light duty were offered on a case-by-case basis as proposed in Option #2 by Counsel, the Village would have the discretion to provide it or not, leaving the employee uncertain. Mr. Zach countered that if the Village's policy were to guarantee light duty to pregnant police officers, it would have to provide it to all employees. To do otherwise would be disparate treatment.

Closed Session At 8:10 a.m., Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to go into Closed Session. Mr. Imes read the announcement: the Committee may adjourn to closed session pursuant to Section 19.85(1)(c) and (f) of the Wisconsin State Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the jurisdiction exercises responsibility and considering financial, medical or personal histories or disciplinary data of specific persons and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any business that may be the result of the deliberation made in closed session (medical or personal histories concerning specific Village employees). The roll call vote was: Mr. Imes – yes; Ms. Moeser – yes; Mr. Vitse – yes; Ms. Gulbrandsen – yes; and Ms. Neeno-Eckwall – yes. Mr. Zach, Mr. Frantz and Ms. Albrecht remained; the other attendees left the meeting.

While in closed session the Committee members discussed the medical condition of a specific Village employee as relates to a pending termination and options to deal with situations where employees can not perform their assigned duties because of illness/injury.

Open Session At 8:35 a.m., Mr. Imes announced the Committee would consider returning to open session. The roll call vote was: Mr. Imes – yes; Ms. Moeser – yes; Mr. Vitse – yes; Ms. Gulbrandsen – yes; and Ms. Neeno-Eckwall – yes.

4. **Discussion and possible recommendation on additional recognition programs for Village staff and the Personnel Committee's role** This agenda item will be discussed at a future meeting.
5. **Next meeting dates and agenda items** The Committee will meet on Thursday, March 16, 2017 at 7:00 a.m.
6. **Adjourn** Meeting adjourned at 8:37 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk