

**Human Resources Meeting**  
**Wednesday, April 10, 2019 – 8:15 am**

Present: Carroll, Galicki, Romanowski

Via Phone: Heidi Miller and McKenzie McElroy, Clemans Nelson

- Clemans Nelson:

Via phone call, met with Heidi and McKenzie from Clemans Nelson to get clarification on what exactly the Village is looking for in terms of the audit. Does the Village want a recommendation “you should do exactly this” or should it be more of a recommendation “these are the options....” It was decided the report should include what they found in the audit and what the recommended option is.

Heidi stated the recommendation would definitely not be for a full-time office. She stated the Village should look at either PT Zoning or PT Building and Zoning, but definitely not FT.

Heidi also suggested the Village combine the Building Department Secretary position and the Board Clerk position into one job with one job description. She felt this time required to do this job that had responsibilities of both would be 24 hours per week total and the work overlapped. If there was a night time meeting, then the hours during the day that week should be adjusted so the total hours would be 24 total for the week.

It was recommended that the Zoning Inspector be on an as-needed basis.

The Building Department could go to the County – but the County would then receive the permit fees. However, looking at the numbers, the Village would still save a significant amount of money even though they would lose the permit fees.

The question was asked if the Zoning Assistant could also be the Zoning Inspector. Heidi replied that while theoretically that is possible, it would be her recommendation that the Village have a PT Secretary to do both the secretary and board clerk duties and one PT Zoning or Building & Zoning Inspector. She said Kris works very hard, but she is at capacity.

Clemans Nelson’s audit included a survey of different entities around the state. Almost all Villages have limited, part-time hours. It would be their recommendation that if the Village had Building and Zoning, to be open 32 hours per week, if Zoning only, then be open 24 hours per week. They suggested posting the department’s office hours on the website.

For the month of March, the Inspector had 19 inspections. They felt that was not enough work for a full-time department. There were also a lot of calls to Hocevar (Building/Zoning Inspector) indicating a lot of guidance was needed.

The Village previously was in the process of hiring a new Board Clerk, but the HR Committee was not aware of what happened with potentially hiring that person.

The Committee will look to do a “Go To” meeting with Heidi prior to the next Council meeting to review the report and understand it to prior to reviewing it with Council at the 4/22/19 meeting.

- Paychex Time Tracking

Fiscal Officer reported that the Google sheets time tracking seems to be the better option for tracking of employee’s time. The Paychex time tracking software has some great features, but given the complexity of the Village’s payroll structure, the previous process with Google sheets is less time consuming, more user-friendly, adjustable, etc. Issues with the Paychex time tracking system include:

- Police 12-hour shifts, and overtime calculated on a 2-week period vs. a daily period in the other departments.
- Comp time vs. overtime tracking is time consuming
- Forgetting to punch in/out has to go to supervisor and is more time consuming
- Different departments having different schedules and rules makes the system not flow easily.

The Paychex time tracking system did allow the Village to find issues to be addressed. There was discussion about switching to a bi-weekly payroll rather than a semi-monthly payroll. Currently payroll comes out on the 15<sup>th</sup> and the last day of the month for that period and therefore the last three days prior to the end of the period had to be estimated with adjustments made on the next payroll. It was decided that switching to a bi-weekly payroll would address a lot of the issues found. It will be recommended to end the payroll period on a Friday or Saturday with the paychecks going out the following Friday. This would give Department Heads until early Monday to review the payroll for any issues. Then the Fiscal Officer would have a couple of days to review, audit, and prep the payroll to go out the following Friday. The Committee would like to give employees at least a 90-day notice of when the change will occur so they have time to modify/change their deductions, direct deposits, bill pay, etc. The HR Committee will report on this at the 4/22/19 Council meeting and look to stop the Paychex system on 4/30/19 and revert back to the former Google timesheet process. Fiscal Officer will work with the Police Chief on the overtime pay period schedule to line up a bi-weekly payroll schedule, and OPERS and OP&F about monthly payroll reporting and how the bi-weekly schedule will effect that reporting.



Dennis Galicki, Chair

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- Clemans Nelson:
  - Building Department Analysis
    - FT/PT
    - Zoning/Building
    - If Building go to County – does Village give all permit fees
    - Do we have to have full-time Building to keep certifications
  
- Paychex Time Tracking
  - Google Sheets only – starting when
  - 4/22 Notify CCL
  - Change to bi-weekly payroll effective June or July?
  - OPERS and OP&F reporting changes
  
- Evaluations –
  - Proofread
  - CCL approval or administrative process
  
- Job Descriptions
  - Distributed
  - Sign off by whom