Human Resources Committee Minutes for

17 November 2022

Attending:
  Ruth Cavanaugh (RC)
  Danielle Romanowski (DR)
  Chris Berger (CB)

Meeting called to order at 8:08AM by CB. The meeting was held in person at The Village Hall.

1. Medical Waiver Incentive – DR suggested the Committee consider increasing the Medical Insurance Waiver Incentive. Currently, employees receive a $1000 annual payment for waiving insurance coverage. The Committee discussed increasing/adding for a spousal waiver. Motion to be made at 11/28 Council Meeting to increase MWI to $500 per quarter or $2,000 annually.
2. DR recommended that HR make a motion at the 11/28 Council Meeting to continue the $250 incentive to Village employees who take an annual physical. Chair will make the motion. Needs to be done annually.
3. Unemployment Fraud – DR reviewed unemployment fraud cases that have been filed against the Village and that they continue to accrue in value because the Village – upon the advice of Mansour (our HR Consultant) – is not paying such fraud claims. DR, as the Fiscal Officer, wants Council to be aware of the situation.
4. Dept. Head Salaries – Mansour is conducting a salary survey of surrounding communities and will report at a 11/30/22 meeting with the HR Committee. The Committee will make any recommendation to Council for changes to the Tiered Salary Schedule after discussing with Mansour. RC wanted discussion about income parity in Dept. Heads.
5. The Committee discussed the open part-time Admin Asst. position. DR reported that a candidate appropriate for the position was available to be interviewed on 11/30.
6. Cross-Training - DR explained that with additional cross-training, the Admin Asst. could be more useful in covering absences of the Building Dept. Admin Asst. CB and RC to discuss with the Mayor as the acting Building Department Administrative Chair.
7. NIMS Training was discussed and will be further reviewed at the November 30th meeting.

RC moved to adjourn at 9:20AM. CB concurred.

Submitted by

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  Christopher J. Berger, HR Committee Chair