

The Personnel & Finance Committee, held a meeting on **Tuesday, February 9, 2021 at 7:30 a.m.** at the Municipal Building located at 3700 Dickinson Road, De Pere, WI 54115.

**CALL TO ORDER**

The meeting was called to order by Peltier at 7:34am.

**ROLL CALL**

Members present were Tim Beno, Joe Schlag, and Tina Peltier. Al Cheslock was excused.

Staff present were Sarah Burdette, Administrator

**AGENDA APPROVAL**

MOTION by Beno, seconded by Schlag to approve the agenda as written. No further discussion. Motion carried in a voice vote, 3-0.

**APPROVAL OF MINUTES:**

Motion made by Beno, seconded by Schlag to approve the minutes from September 14, 2020. No further discussion. Motion carried in a voice vote, 3-0.

**PUBLIC COMMENT:** None.

**COMMUNICATIONS:** None.

**OLD BUSINESS:**

1. Discuss and make recommendation on Families First Coronavirus Response Act (FFCRA).

The Families First Corona Virus Response Act (FFCRA) mandates employers provide paid leave entitlements to employees of up to two weeks (80 hours), or a part-time employee's two-week equivalent of paid sick leave for any employee who has been employed for at least 30 days and:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

The mandated rate of pay is 100% of the employee's regular rate for items 1-3 and 2/3 for items 4-6. FFCRA also mandated an additional up to 12 weeks of paid leave at 2/3 the rate of pay for item 5. Unless Congress takes action to extend the provisions of FFCRA, they expire December 31, 2020. It is now known that Congress did not extend this provision beyond December 31.

The Committee reviewed the staff memo that described the policy issue as well as described options and analysis of each option. Discussion on the options ensued and the committee felt that option 2 – to extend the paid sick leave through a defined period of time seem reasonable.

Motion made by Beno, seconded by Schlag to recommend to the Town Board the extension of the paid sick leave, as contemplated in the FFCRA, for a period of three months and to sunset on March 31, 2021. Motion carried in a voice vote 3-0.

**NEW BUSINESS:**

1. The Committee may convene into closed session pursuant to WI State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority. The purpose is to review and make recommendation on the Zoning Administrator Position. The Committee may then reconvene into open session to take action on items discussed in closed session

Motion made by Beno, seconded by Schlag to go into closed session at 7:40a.m. Roll Call taken – Beno – aye, Peltier –aye, Schlag –aye.

Motion made by Peltier, seconded by Beno to go out of closed session at 7:52a.m. Roll Call taken - Beno – aye, Peltier –aye, Schlag –aye.

Motion made by Beno, seconded by Peltier to recommend to the Town Board that an employment offer for the Zoning Administrator position be offered to the candidate discussed with the recommended wage range that was established in closed session. Motion carried in a voice vote 3-0.

**ADJOURNMENT:**

MOTION by Schlag, seconded by Peltier adjourn. No further discussion. Motion carried in a voice vote, 3-0. Meeting adjourned at 7:54 AM.

Respectfully submitted,

Sarah Burdette, Administrator  
Town of Ledgeview, Brown County, WI