

The Personnel & Finance Committee, held a meeting on **Wednesday, May 12, 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 7:32am.

**ROLL CALL**

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

Staff present were Sarah Burdette, Administrator and Renae Peters, Town Treasurer.

**AGENDA APPROVAL**

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

**APPROVAL OF MINUTES:**

Motion made by Schlag, seconded by Cheslock to approve the minutes from the February 9, 2021 meeting. No further discussion. Motion carried in a voice vote, 3-0.

**PUBLIC COMMENT:** None.

**COMMUNICATIONS:** Burdette noted that the Town Chairman will be making annual appointments at the next Town Board meeting and that the vacancy will be recommended to be filled by Town Board Supervisor Al Matzke. Burdette also noted that the Town Clerk provided her two-week notice and that the recruitment for the Clerk position will commence.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. Review and make recommendation on the following:
  - a. Financial Policy & Procedure Manual
  - b. Debt Management Policy
  - c. Investment Policy
  - d. Fund Balance Policy

Peters provided an overview of each of the policies as noted and pointed out areas within each of them that need to be amended as well as pointed out the new language and the reasons for the amendments. Peters provided clarity on any of the questions that were asked by the committee members.

Motion made by Cheslock, seconded by Peltier to make a recommendation to the Town Board to approve the Financial Policy & Procedure Manual, the Debt Management Policy, the Investment Policy and the Fund Balance Policy as presented. Motion carried on a voice vote 3-0.

2. Review and make recommendation for inclusion under the Wisconsin Deferral Compensation Program.

Burdette provided the following background and overview of the Wisconsin Deferred Compensation program:

The Town currently has a Section 457 plan that is considered an optional employee benefit. The 457 plan is administered by Nationwide Retirement.

The state of Wisconsin also offers a Section 457 plan and it is called the Wisconsin Deferred Compensation Program (WDC). It is designed to help employees reach retirement goals by providing before-tax and after-tax savings opportunities that is similar to the Nationwide plan.

A local WDC representative contacted staff a few months ago to provide information about WDC. A number of employees that have had a WDC account at other employers had also inquired about whether the Town would consider participating in the WDC here in Ledgeview.

There are currently no costs to employers interested in joining the WDC and there is no minimum number of employees that are needed. Onboarding is simple in that the governing board or committee adopts a resolution for inclusion under the WDC, online portal access is then provided and meetings are held with interested employees to learn about the program and/or enroll them.

Finance Department staff has reviewed the program and concurs that there would be minor additional work – in terms of payroll processing- that would need to occur for employees who enroll. There are no concerns with taking on that additional work.

Motion made by Schlag, seconded by Cheslock to recommend to the Town Board that the WDC be added as an optional employee benefit and therefore also recommend that the Town Board approve a related resolution for inclusion into the program. Motion carried in a voice vote, 3-0.

3. Review and make recommendation on Employee Remote Work Policy.

Burdette provided background and an overview of the proposed policy. In 2020, the Town of Ledgeview, with help of federal aid made available due to the COVID pandemic, made significant investments in technology that would allow employees to work remotely should the need arise. The Town Employee Handbook was silent on remote work at the time. In addition, there have been limited circumstances that occurred in 2020 where it was beneficial for employees to work remotely. In light of this, a written policy that provides guidance to the employee and supervisors has been drafted for the committee's review.

Committee members offered the following comments and suggestions: The Personnel & Finance Committee acknowledged that now is a good time to have a written policy; suggested adding verbiage to strengthen the policy to note that it is preferred to have staff work in the office for the purposes of customer service and promoting teamwork within the staff; They also suggested that more clarity should be included in the draft as it relates to ensuring the employee is available to come into the office when needed and that they should be working in an environment that is free of distractions when working remotely.

Motion made by Cheslock, seconded by Peltier to recommend approval of the policy to the Town Board with the suggested changes. Motion carried in a voice vote, 3-0.

**ADJOURNMENT:**

MOTION by Cheslock, seconded by Schlag adjourn. No further discussion. Motion carried in a voice vote, 3-0. Meeting adjourned at 8:14 AM.

Respectfully submitted,

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