

PERSONNEL AND FINANCE COMMITTEE MINUTES
Thursday, February 3, 2022 at 7:30 a.m.
or as soon thereafter as possible
Ledgeview Community Center
3700 Dickinson Road, De Pere, WI 54115

A. CALL TO ORDER

The meeting was called to order by Peltier at 7:40 a.m.

B. ROLL CALL

Members present were Chairperson Tina Peltier, Tim Beno and oe Schlag. Al Cheslock and Alan Matzke attended remotely.

Staff present was Administrator Sarah Burdette.

C. AGENDA APPROVAL

Motion by Beno to approve agenda as written **seconded by** Schlag. No further discussion. Motion carried in a voice vote, 5-0.

D. APPROVAL OF THE MINUTES AGENDA

1. September 9, 2021 Personnel & Finance Committee Minutes.

Motion made by Schlag to approve the minutes, **seconded by** Beno. No further discussion. Motion carried in a voice vote, 5-0.

E. PUBLIC COMMENT: None.

F. COMMUNICATIONS: Burdette provided a general overview of the Fire Department and EMS study that was provided to the Town Board in October 2021. She indicated that the study resulted in several priority items to work on, many of which relate to Human Resources, and that the Town has solicited the help of an interim Fire Chief via a contract with Fire LLC.

G. NEW BUSINESS:

1. **Recommendation** on a proposal for an Employee Assistance Program (EAP) services from Employee Resource Center (ERC).

As part of the organizational review of the Ledgeview Fire Department, the interim Fire Chief has brought to Staff's attention that the Town is required –per Wis. Admin Code SPS330 - to have counseling services for post-traumatic stress disorders (PTSD) issues and for substance abuse for public safety staff. The Ledgeview Fire Department staff are classified as public safety staff. The rules become more stringent for DOT certified drivers, which in the future will likely affect Public Works Department staff. Currently, the Town has limited EAP services through United Healthcare (UHC); however, what is provided by UHC is very basic and is not compliant with the SPS330 standard.

Staff has conducted research with area municipalities to learn which firm can conduct such service and to ensure that the Town is compliant. Of the municipalities surveyed, all but one utilizes ERC Counselors & Consultants.

A proposal by ERC Counselors & Consultants has been provided that meets the required standards. The fee structure is as follows:
Pricing is based on all FTE and Part-time employees, spouses, immediate household members and dependents.

8 Sessions, per issue: \$36 PEPY 6 Sessions, per issue: \$34 PEPY
(PEPY = Per employee, per year)

The current Ledgeview Staff, including Fire Department members is approximately 52 (14 office/public works and 38 fire). The annual cost for 8 sessions would be \$1872/year and the annual cost for 6 sessions would be \$1768/year. The annual cost would be split out between the Town Fund 100 budget and the Fire Department Fund budget and this cost can be absorbed in the 2022 adopted budget.

Recommend to the Town Board to approve the proposal for Employee Assistance Program (EAP) as provided by ERC Counselors & Consultants. The recommended number of sessions is six and utilization reports could be reviewed over time to determine if six sessions was sufficient or if the Town should consider adding more over time.

Motion made by Beno, seconded by Peltier to recommend to the Town Board the approval of the proposal for Employee Assistance Program (EAP) as provided by ERC Counselors & Consultants. No further discussion. Motion carried a voice vote, 5-0.

H. CLOSED SESSION:

Motion made by Beno, **seconded by** Schlag to go into closed session at 7:54a.m. Roll call vote. Motion carried unanimously.

1. The Personnel & Finance 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 make recommendation on employment offer for the Administrative Assistant position.

Motion made by Beno, **motion seconded by** Peltier to go out of closed session at 8:02 a.m. Roll call vote. Motion carried unanimously.

The Personnel & Finance Committee may then reconvene into open session.

Motion made by Beno, seconded by Schlag to recommend approval of the candidate selection, per the recommended wage and as discussed in closed session, to the Town Board. No further discussion. Motion carried in a voice vote 5-0.

I. ADJOURNMENT:

Motion made by Peltier to adjourn, **seconded by** Beno. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 8:03 a.m.

Next Regular Meeting: TBD as needed.

Respectfully submitted,

Sarah K. Burdette

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

Approved at the May 12, 2022 Personnel & Finance Committee Meeting.
Approved at the May 17, 2022 Town Board Meeting.