

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

MONDAY, NOVEMBER 4, 2013

Chair Jim Brunnquell called the meeting to order at 5:30 p.m.

Committee members present: Village President Jim Brunnquell, Trustee Jim Grant, Trustee Richard Rieck, and Trustee Susan Meinecke

Staff present: Village Administrator Darrell Hofland, Director of Administrative Services Paul Styduhar, Village Clerk Kelly Popp, Administrative Assistant Chris Stannis, and Deputy Clerk Jilline Dobratz

HEAR PERSONS REQUESTING TO BE HEARD

None

Return-to-Work Program Guide and Policy

Village Clerk Kelly Popp has suggested a return to work guide and policy for the Village. This policy would help those employees stay in contact with the Village and help with the progression of healing. If there is not work in the Village then the Village would send the employee out to the community to a nonprofit organization within the Village. An employee must let the Village know what their limits are and if it causes them more pain for an assignment that has been delegated to them.

President Brunnquell questioned sending Return-to-Work employees into the community. If an employee were to go out to the community, would the Village pay them wages? Ms. Popp replied that the Village would pay the wages. The Village would only send them to an organization as a last resort. There may be legality to the non-profit organization if the employee was to injuries themselves. The work assignment would be discussed with the employee, employee's supervisor, and doctor before committing to the assignment.

Village Clerk Kelly Popp has contacted the Village's insurance company, EMC, to find local organizations that would need help.

The employee would sign a mutual consent form stating they would work within the limits the doctor has presented. The departments within the Village would not overstaff or put another employee out of hours.

Trustee Grant has asked for list of local non-profit organizations.

Motion by Trustee Grant, seconded by Trustee Rieck to postpone the Return-to-Work Program Guide and Policy until a list of non-profit organizations has been composed. Motion carried.

Paperless Packet Implementation

Village Clerk Kelly Popp has done some additional research to give the Board additional information on devices, such as the Chrome Book when going to paperless packet. The Chromebooks would accomplish what is necessary for Village Board of Trustees when accessing their packets through Agenda and Minutes Management Program Software. The Chromebooks were quoted with the inclusion of a keyboard and carrying case.

In a discussion regarding other committees, commissions and boards, it was noted the community members would not have a Village-issued iPad. There would be a choice of copying the packet or using personal devices. A total of three iPad 2s would be purchased for use by the Department Heads present at the Village Board meeting and for use, upon sign-out, at education/training seminars and conferences if necessary. It was noted the Village would have to create a generic Village iStore account for use with the iPad 2s.

Motion by Trustee Grant, seconded by Trustee Meinecke to recommend to the Village Board to approve the purchase of IQM2, Inc. Agenda and Minutes Management Program software contract, at a current cost of \$480 per month. Motion carried.

Motion by Trustee Rieck, seconded by Trustee Meinecke to recommend to the Village Board approval of the purchase of three iPad 2 Wi-Fi, 16 GB, Black, with keypads and cases not to exceed the amount of \$1,378.20. Motion carried.

Section 125 Flexible Benefit Plan Adoption

Director of Administrative Services Paul Styduhar has requested a change to the eligibility for IRS Section 125. Due to the Affordable Health Care Act taking affect January 1, 2014, the Village is recommending the following policy update, "All employees who are eligible for health insurance coverage through the Village of Grafton are offered insurance. Employees hired prior to July 1, 2011 are required to work a minimum of 600 hours per year and employees hired after July 1, 2011 are required to work a minimum of 1,200 hours per year. All other employees shall be excluded from this plan."

Motion by Trustee Grant, seconded by Trustee Meinecke to recommend to the Village Board to approve the change in the IRS Section 125 Plan policy. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Updated quarterly room tax documents were distributed.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Rieck to adjourn at 5:56 p.m. Motion carried.