

VILLAGE OF FOOTVILLE
HEALTH AND HUMAN RESOURCES COMMITTEE
FRIDAY, MARCH 20, 2026

MINUTES

1. The Village of Footville Health and Human Resources Committee meeting was called to order by Chairperson Nichole Conaway at 4:00 pm. Committee members present: Nichole Conaway, Nate Beal, Danielle Harnack, and John Thomson.
Motion by N. Beal, 2nd by D. Harnack to switch agenda items #3 and #5. Motion carried 4-0.
2. **Finalize Employee Agreements:** The employee agreements were reviewed. The number of sick leave hours for the Deputy Clerk/Treasurer were updated. N. Conaway also created Change In Rate of Pay letters for employees that will be included in their files as well as Emergency Contact forms.
3. **Review Employee Handbook:** Discussion was had regarding the reporting of taking prescription drugs that may impair work/performance. There was discussion regarding the use of vacation time and that it should be prorated if an employee leaves during the year and has used vacation time. The right of an employee to refuse an exit interview will be added. The verbiage of the intellectual property section was discussed and will be updated. The training section was updated to show the requirement for completing the UW Green Bay Clerk and Treasurer institute as four years. N. Conaway will make all updates and email the draft of the handbook to all board members. The approval of the updated handbook will be on the April regular board meeting agenda.
4. **DPW Staff Time Studies:** The time studies that the DPW employees completed were reviewed. These will be shared with the rest of the board.
5. **Employee Wage Increases:** Committee members reviewed two possible wage increase schedules with different CPI increases for all employees. N. Beal questioned whether there would be back pay and asked if the performance increase could be given in July and the CPI increase in January. Verbiage will be added to the handbook to explain the CPI and performance raise expectations and requirements. N. Beal made a motion to recommend to the board the 3% CPI increase retroactive to January 1, 2026. Motion 2nd by D. Harnack. Motion carried 4-0. N. Beal made a motion to recommend to the board that performance evaluations be done July 1 of each year. Motion 2nd by N. Conaway. Motion carried 4-0
6. **Adjournment:** Motion by N. Beal, 2nd by J. Thomson to adjourn. Meeting adjourned at 5:19 pm.

Submitted by Stacy Neal
Village Clerk/Treasurer