

## **ONEIDA-VILAS TRANSIT COMMISSION EXECUTIVE COMMITTEE MINUTES**

**August 25, 2016**

**ATTENDANCE:** Bill Freudenberg, Bob Mott, and Erv Teichmiller. Also present: Dianne Jacobson, Lisa Charbarneau and Jim Altenburg

**CALL TO ORDER:** Teichmiller called the meeting to order at 7:18 a.m. at the Transit Commission office in Rhinelander noting this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**APPROVAL OF AGENDA:** Motion by Freudenberg to approve Agenda in any order as per the chair with a second by Mott. Motion Carried.

**APPROVAL OF MINUTES FROM July 21, 2016:** Motion by Freudenberg to approve minutes second by Mott. Motion Carried.

**PUBLIC COMMENT:** None

**PERSONNEL POLICY REVISIONS:** General discussion regarding the definition of exempt vs. non-exempt employees. Part-time employees are 29.75 hours per week. If employee works 30 hours or more we must offer health insurance. Personnel Policy Handbook was reviewed by our attorney. Motion by Mott to change 3.4 Timekeeping to "The Transit Office Manager is responsible for tracking all pay roll records including the maintenance of master records of employee banks of PTO, holidays, etc... The Transit Manager will review and sign-off on a printed copy of this record monthly." And 4.1 Paid Time Off to: Paid Time Off consolidates "vacation days and sick days" into a single "bank account" of paid leave that the employee will manage and draw from in accordance with the following provisions. Use of the PTO will be based on PTO earned. Holidays are separate from this.

**Guidelines:**

- a. Full-time employees will receive the equivalent hours of 15 work days off equaling 120 hours. " Subject to board approval. Second by Freudenberg. Motion Carried

General discussion regarding HRA and MERP. HRA can carry over from year to year and when employee leaves HRA goes with them. MERP is for the calendar year and if the employee doesn't use it, the money goes back to the employer. Motion by Mott for Oneida Vilas Transit Commission to develop HRA account for full time employees at the amount of \$1250 per year and prorated for part time eligible employees. HRA to be reviewed annually by Oneida Vilas Transit Commission. Second by Freudenberg. Motioned carried.

**CREDIT CARD POLICY:** Received copy of Oneida County policy. Board working on policy.

**GAS FOR BUSES/GAS CARD:** General discussion on why cards are needed, who can use the cards and how cards are used. Motion by Mott to set up credit cards for purchases of gas and oil only and to be used by drivers on out of area trips. Second by Freudenberg. Motion carried.

WURTA MEMBERSHIP: Jim will bring more information to the board regarding the benefits of this membership.

Motion by Mott with a second by Freudenberg to adjourn the meeting at 8:55 a.m.  
Minutes reflect the recorder's notations and are subject to approval by the appropriate committee.

Respectfully submitted by:

Barb Newman, Office Manager  
Oneida Vilas Transit Commission