

**Fox River Navigational System Authority**

1008 Augustine St  
Kaukauna, WI 54130  
920-455-9174



**Minutes**

**Executive Committee Special Meeting**

Thursday April 06, 2023, 1:00 PM (CDT)

**Location: 1008 Augustine Street, Kaukauna, WI 54130**

**<https://global.gotomeeting.com/join/781018437>**

United States: +1 (646) 749-3122 Access Code: 781-018-437

**Members:** Jeff Feldt (Chair), Ron Van De Hey (Vice Chair), Tim Short (Treasurer), Jean Rombach-Bartels (Secretary)

Attending: Jeff Feldt, Ron Van De Hey, Tim Short, Jean Rombach-Bartels, Phil Ramlet, Beth Taubel

Start: 1:00pm End:

1. Employee Policies

- a. Draft/Discuss/Review/Revise and finalize employee policies
  - i. Have ready to present at the April 25, 2023, Board of Directors meeting for final approval
    - 1. Rename "Exit Interview" to "Seasonal Exit Interview" to clarify that it is used for seasonal employees
    - 2. Require proof of insurance and valid driver's license from employees that will be using FRNSA vehicles/equipment.
    - 3. Emergency Contact form:
      - a. Add 2<sup>nd</sup> emergency contact
      - b. Have employees contact information listed
    - 4. (2) Employee Handbooks
      - a. Full-time, benefit eligible employees
        - i. Code of Ethics
        - ii. PTO Policy
        - iii. Work Rules
        - iv. Exit Interview
        - v. Discipline Form
          - 1. Sign off of supervisor and employee
        - vi. Benefit forms/manuals
        - vii. Bylaws
        - viii. I9
        - ix. WT4
        - x. Job description

- b. Part-time, seasonal employees
    - i. See 8, a, I below
- 5. Uniforms-*Future Consideration*
  - a. Require any logo items be returned after employment
  - b. Cut out logo
  - c. Remove any patches
  - d. Different design to have ability to remove logo
- 6. Staff Evaluations – Full-time, benefit eligible
  - a. Performance against objectives
    - i. List annual objectives
      - 1. Supervisor will complete second quarter of calendar year to make sure objectives are on track
      - 2. Supervisor will complete last quarter of calendar year to check completion of objectives
- 7. Additional Training and/or policies
  - a. Diversity, Non-Discrimination
  - b. Harassment and Other Inappropriate Behaviors
  - c. Whistleblower Protection
- 8. Onboarding
  - a. Part-time
    - i. Forms currently used upon part-time onboarding
      - 1. Job Description
      - 2. Photograph release/Vehicle release form
      - 3. Emergency Contact
      - 4. Part-Time/Seasonal Awareness form
      - 5. Property Issued
      - 6. Paychex deposit form
      - 7. I-9
      - 8. WT-4 WI Withholding
      - 9. Exit Interview
      - 10. Motor Vehicle Policy/Mobile Technology Agreement
      - 11. When I Work Information (punch in/out)
      - 12. Paychex Information (payroll)
      - 13. FRNSA Brochures
      - 14. QR Code for website
    - ii. Executive Board would also like to incorporate a “New Employee Checklist”
      - 1. Meet Staff
      - 2. Employee Handbook
      - 3. Issuance of Property form
      - 4. Tour of Properties
      - 5. Determination of Specialized Training Needs
      - 6. Setting of work schedule

7. Setting goals/expectations for job performance
9. Off-Boarding
  - a. Part-time
    - i. Currently
      1. Exit Interview Form
      2. Property Return Form
    - ii. Executive Committee Recommendation
      1. Turn in uniforms (property)
      2. Turn in Employee Handbook
      3. Provide current address/phone number
      4. Remove all personal property from shop/lock tender shack
      5. Complete final review and exit survey
  - b. Full-time
    - i. Currently
      1. Utilize ETF Form ET-2500S, Termination Checklist for State Employees
      2. Utilize ETF Form ET2500 Termination Checklist for State Employees
      3. Property return form
10. PTO Policy, Full-Time benefit eligible employees
  - a. Sabbatical removed
  - b. Military service will be added to leave
  - c. Sick leave can be taken in any increment, not required to use 4 hours minimum
  - d. Adding FMLA verbiage should be considered
11. Hiring
  - a. Board of Directors will discuss vacancy, when applicable
  - b. Hiring committee of two/three board members will work with Exec Director to interview candidates
  - c. Offer will only be given after approval of full board
  - d. Positions hired by Exec Director with oversight by Chair
    - i. Office Operations Manager
    - ii. Lock Tender Coordinator
  - e. Positions hired by Lock Tender Coordinator with assistance/guidance from Operations Director
    - i. Lock Tenders
    - ii. Seasonal Maintenance
    - iii. Seasonal Laborer
12. Long-term contractors to be discussed/reviewed prior by Executive Director
  - a. Last quarter of calendar year
    - i. Westwood
    - ii. Herrling Clark
    - iii. Hawkins-Ash

- iv. UWGB
  - v. Kleinschmidt Assoc
- 13. Records Retention
  - a. Adopt as written
    - i. Phil Ramlet will follow up with Bill Ramsay (DOA) to verify compliance

2. Adjournment: