

VILLAGE OF MCFARLAND
Personnel Committee Minutes
Monday, October 27, 2025 - 3:00 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Alisa Leamy called the regular meeting of the Personnel Committee to order at 3:07 PM in Conference Room A of the McFarland Municipal Center.

Members present: Alisa Leamy, Lowell J. Prill, Ken Boyd

Members not present: None

Staff Present: Cassandra Suettinger and Matt Schuenke

2. PUBLIC APPEARANCES.

a. This is an opportunity for members of the public to address the Personnel Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

No public present.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the August 27, 2025 meeting.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to approve the minutes of the August 27, 2025 meeting. Motion carries 3 - 0 - 0 by acclamation.

4. BUSINESS.

a. Discussion and recommendation on various updates to the Personnel Policy Manual including recruitment and selection, administration of compensation plan, benefits, holidays, sick leave and employee conduct and disciplinary action.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to recommend various updates to the Personnel Policy Manual including recruitment and selection, administration of compensation plan, benefits, holidays, sick leave and employee conduct and disciplinary action. Motion carries 3 - 0 - 0 by acclamation.

b. Discussion and recommendation on creation of Chapter 45 of the Personnel Policy manual titled Pregnancy Workers Fairness Policy.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Ken Boyd, to

recommend the creation of Chapter 45 of the Personnel Policy manual titled Pregnancy Workers Fairness Policy. Motion carries 3 - 0 - 0 by acclamation.

c. Discussion and recommendation on the creation of Chapter 46 of the Personnel Policy Manual titled Personal Relationships in the workplace.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to recommend the creation of Chapter 46 of the Personnel Policy Manual titled Personal Relationships in the workplace with a condition added to the policy that creates a legacy clause to address personal relationships that may already be existing in the workplace. Motion carries 3 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

No specific date for next meeting determined.

6. ADJOURNMENT.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to adjourn at 3:37 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Andrea Anderson
Human Resources Generalist