

**PERSONNEL
COMMITTEE**

Monday, January 7, 2019

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the regular meeting held December 3, 2018.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding revisions to the organizational chart for the Police Department.
 - b. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description for the Administrative Assistant position.
 - c. Discussion and action to make a recommendation to the Village Board to approve the position description, classification, and authorization to fill the vacancy for the Police Clerk III position within the Police Department.
 - d. Discussion and action regarding the position description for the Office Manager position within the Public Works Department.
5. SCHEDULE NEXT MEETING DATE.
 - a. Monday, February 4, 2019 at 6:30 pm.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.