

VILLAGE OF MCFARLAND  
**Personnel Committee Minutes**

*Monday, October 1, 2018 - 6:30 PM*

**1. CALL TO ORDER, ROLL CALL.**

Village President Brad Czebotar called the regular meeting of the Personnel Committee to order at 6:30 PM in Conference Room A.

Members present: Village President Brad Czebotar, Member Trish Howen, Member Steve Kilpatrick, Member Peter Morehouse, Member Chris Spanos

Members not present: Member Stephanie Bloechl-Anderson, Village Trustee Dan Kolk, Ken Machtan

Staff Present: Village Administrator Schuenke, Police Chief Craig Sherven, Community Development Director Pauline Bonness & Clerk/Treasurer Cassandra Suettinge

**2. PUBLIC APPEARANCES.**

None

**3. APPROVAL OF MINUTES.**

*a. Discussion and action to approve the minutes of the September 17, 2018 meeting*

Motion By Village President Brad Czebotar, second by Trish Howen, to approve the minutes of the September 17, 2018 meeting. Motion carries with Howen and Kilpatrick abstaining.

**4. BUSINESS.**

*a. Discussion and action to make a recommendation to the Village Board regarding revisions to Section 3.04 (Pay Plan) of the Compensation and Benefits Manual.*

Village Administrator Schuenke reported on the changes and updates made to the manual since the discussion at the last meeting.

The Committee directed staff to change the above average threshold from 106.5% to 106%. The committee suggested additional edits to the compensation and benefits manual and performance evaluation tool to be made and forwarded on to Village Board for final app.

Motion by Village President Czebotar, second by Chris Spanos, to recommend revisions to section 3.04 of the compensation and benefits manual to the Village Board with the revisions provided. Motion carries 5 - 0 - 0 by acclamation.

- b. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description and permission to fill the vacancy for the the Building Inspector position within the Community Development Department.

Village Administrator Schuenke reported the current building inspector will be retiring from the Village at the end of the year and presented the suggested revisions to the job description and the request to fill the vacancy.

The committee reviewed the job description and requested the following changes:

1. Removal of supervision duties of the property maintenance inspector. The Committee discussed a lead worker designation could be an alternative, but felt it needed to be revised from the draft.
2. Pursuant to FLSA, the position should be non-exempt.
3. Change "desired qualifications" to "required qualifications" and include only qualifications that are required.
4. The committee provided additional minor revisions to the language in the position description.

Motion by President Czebotar, second by Kilpatrick, to recommend to the Village Board approval regarding revisions to the position description and permission to fill the vacancy for the Building Inspector position within the Community Development Department. Motion carries 5 - 0 - 0 by acclamation

- c. Discussion and action to make a recommendation to the Village Board regarding the creation of a position description for the Property Maintenance Enforcement Inspector within the Community Development Department.

Village Administrator Schuenke presented the position description for the property maintenance enforcement inspector. The position has been filled since 2017; however, the request is for a job description to be created to formalize the duties of the position.

1. Pursuant to FLSA, the position should be non-exempt.
2. Supervision is by the Community Development Director.
3. Change requirement to "High school diploma *or equivalent*."

Motion by President Czebotar, second by Kilpatrick, to recommend creation of a position description as amended at the meeting for the property maintenance enforcement inspector within the Community Development director. Motion carries 5 - 0 - 0

- d. Discussion and recommendation on updates to the personnel policy manual regarding the Village harassment policy.

The Committee directed staff to continue to work on addressing whether policy updates are necessary to the current Village harassment policy.

e. Discussion on transitioning the Village payroll system to electronic time-sheeting.

The Committee discussed transitioning the Village payroll system to electronic time-sheeting. The Committee provided feedback and felt it sounds like a positive transition for the Village that will yield benefits. The Committee requested staff ensure the design of the system is consistent with the rules contained within the Village personnel policy manual.

**5. SCHEDULE NEXT MEETING DATE.**

a. Monday, November 5, 2018 at 6:30 pm.

**6. ADJOURNMENT.**

Motion by Morehouse, second by Kilpatrick, to adjourn at 8:25 p.m.

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

Respectfully submitted,  
Cassandra Suettinger  
Village Clerk/Treasurer