

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, January 7, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

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

Members present: Member Stephanie Bloechl-Anderson, Village President Brad Czebotar, Member Trish Howen, Member Steve Kilpatrick, Village Trustee Dan Kolk, Ken Machtan, Member Peter Morehouse, Member Chris Spanos

Members not present: None

Staff Present: Village Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, and Police Chief Craig Sherven.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding minutes of the regular meeting held December 3, 2018.

The minutes of the December 3, 2018 meeting were approved by unanimous consent.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding revisions to the organizational chart for the Police Department.

The Personnel Committee reviewed the organizational chart update submitted for the police department and proposed revisions to appropriately show supervisory relationships.

Motion by Czebotar, second by Morehouse, to make a recommendation to the Village Board to approve revisions to the organizational chart for the Police Department with the suggested revisions. Motion carries 8 - 0 - 0 by acclamation.

- b. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description for the Administrative Assistant position.

The Committee reviewed the proposed revisions to the position description for the administrative assistant. Additionally, the committee discussed the purpose of the removal of the "confidential" designation within the title.

Motion by Village President Czebotar, second by Ken Machtan, to recommend to the Village Board approval of the revisions to the position description for the Administrative Assistant position with the revisions offered by the Committee. Motion carries 8 - 0 - 0 by acclamation.

- 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.

The Personnel Committee reviewed the position description and provided suggested revisions. The Committee also reviewed the classification submitted and confirmed the classification of a grade 9.

Motion by President Czebotar, second by Ken Machtan, to recommend to the Village Board approval of the the position description with the revisions noted, classification of the position at grade 9, and authorization to fill the vacancy for the Police Clerk III position within the Police Department. Motion carries 8 - 0 - 0 by acclamation.

- d. Discussion and action regarding the position description for the Office Manager position within the Public Works Department.

Village Administrator Schuenke provided an overview of the changes to the Office Manager position since the last meeting. Revisions include a re-titling to "Assistant to the Public Works Director," and revisions to the position description to recognize the higher level of administrative duties the position will be responsible for.

The Committee reviewed the position description and provided suggested revisions. Overall, the Committee provided positive feedback regarding the clarity provided to the position duties and the new title.

Motion by President Czebotar, second by Kilpatrick, to postpone a decision on the for the Assistant to the Public Works Director position to provide other committees and opportunity to review the revisions and provide feedback. The Committee directed staff to bring the item back to the next Personnel Committee meeting. Motion carries 8 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, February 4, 2019 at 6:30 pm.

The Personnel Committee set the next meeting date for Monday, February 4, 2019 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Ken Machtan, second by Member Chris Spanos, to adjourn at 8:40 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
Clerk/Treasurer