

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, February 4, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

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

Members present: Brad Czebotar, Trish Howen, Dan Kolk, Ken Machtan, Peter Morehouse, Chris Spanos

Members not present: Stephanie Bloechl-Anderson

Staff Present: Village Administrator Schuenke and Clerk/Treasurer Cassandra Suetting

2. PUBLIC APPEARANCES.

None

3. APPROVAL OF MINUTES.

a. Discussion and action regarding the minutes of the regular meeting on January 7, 2019.

The minutes were approved by unanimous consent with the correction of 'members' being removed from the minutes.

4. BUSINESS.

a. Discussion and presentation regarding the 2018 Employee Performance Evaluations.

Village Administrator Schuenke provided an overview of the 2018 employee performance evaluations and the administration of the merit pay program which put wage increases effective January 1st. Additionally, he reported the addition of the 'above average' category was helpful for department heads in the evaluation process.

b. Discussion and action in order to conduct a comparable market survey of wages for Village positions contained within the current wage grid.

Village Administrator Schuenke provided an overview on the proposal to conduct a comparable market survey for the wages of all Village positions. He reported the current manual provides that this update occur every 3 to 4 years. The plan was put in place in 2015, and therefore should be conducted. The purpose would be to re-evaluate the current Village wage grid to ensure the Village is in line with its comparables for each position. The committee agreed maintenance of this nature is crucial to the success of the merit pay program.

Motion by Village Trustee Dan Kolk, second by Ken Machtan, to approve conducting a comparable market survey of wages for Village positions contained within the current wage grid. Motion carries 6 - 0 - 0 by acclamation.

- c. Discussion and action to recommend approval to the Village Board the position description, classification, and authorization to fill the vacancy for the Assistant to the Public Works Director position within the Public Works Department.

Village Administrator Schuenke provided an overview of the changes to the position description as suggested by the other committees who reviewed the job description including the Public Utilities Committee, Public Works Committee, and Parks, Recreation and Natural Resources Committee. The Committee reviewed the position description and provided feedback on revisions.

Motion by Village Trustee Dan Kolk, second by Ken Machtan, to approval to the Village Board the position description, classification, and authorization to fill the vacancy for the Assistant to the Public Works Director position within the Public Works Department at pay range 15. Motion carries 6 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

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

The Committee set the next meeting of the Personnel Committee to March 4, 2018 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Dan Kolk, second by Ken Machtan, to adjourn at 8:13 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