

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, March 4, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village President Czebotar called the regular meeting of the McFarland Village Board to order at 7:00pm in the Community Room of the McFarland Municipal Center.

Members present: Steve Kilpatrick, Ken Machtan, Dan Kolk, Brad Czebotar, Chris Spanos

Members not present: Trish Howen and Stephanie Bloechl-Anderson

Staff Present: Village Administrator Schuenke and Police Chief Craig Sherven

2. PUBLIC APPEARANCES.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes of the meeting held on February 4, 2019.
Postponed.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description and status for the Clerk III position within the Community Development Department.

Village Administrator Schuenke provided an overview of the proposed revisions to the position description and status change for the Clerk III position.

The Personnel Committee reviewed the job description and provided edits and revisions.

Motion by Village President Brad Czebotar, second by Ken Machtan, to recommend approval to the Village Board regarding revisions to the position description with the changes provided and the status for the Clerk III position within the Community Development Department. Motion carries 5 - 0 - 0 by acclamation.

- b. Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and approval to fill the vacancies for the Public Works Seasonal Crewperson position within the Public Works Department.

Village Administrator Schuenke provided an overview of the position description for the Public Works seasonal crew position. He highlighted the differences between the seasonal parks employee and the proposed seasonal public works employee.

The Personnel Committee reviewed the position description and provided revisions including changing the position from a seasonal to a limited term employee,

Village Administrator Schuenke provided an overview of the classification. He provided the position is proposed at a Class 3 whereas the Parks LTE is proposed at a class 4. He explained the difference in classification is due to the fact the parks seasonal would handle heavier machinery.

Motion by Village President Brad Czebotar, second by Ken Machtan, to recommend approval to the Village Board regarding the position description, classification of the Public Works Crewperson LTE at pay range 3, and approval to fill the vacancies for the Public Works Seasonal Crewperson position within the Public Works Department. Motion carries 6 - 0 - 0 by acclamation.

- c. Discussion regarding revisions to Chapter 29 on Harassment within the Personnel Policy Manual.

Village Administrator Schuenke provided an overview of the proposed revisions to Chapter 29 of the Personnel Policy Manual on harassment. He reported staff compiled the changes outlined in previous meetings.

The Personnel Committee reviewed the proposed revisions to Chapter 29 of the personnel policy manual on harassment. The committee recommended the policy be revised to provide a more specific hierarchy for filing complaints. Employees should be provided a clear process for reporting, and there should also be a clear process for how each complaint is handled. The Committee directed staff to consult with the Village Labor Attorney and bring an updated copy of the policy to the next meeting.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, April 1, 2019 at 6:30 pm.

The Personnel Committee set the next meeting for April 1, 2019.

6. ADJOURNMENT.

Motion by Ken Machtan, second by Member Steve Kilpatrick, to adjourn at 8:02 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