

VILLAGE OF MCFARLAND

Communications & Technology Committee Minutes

Tuesday, November 26, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Stephanie Brassington called the regular meeting of the Communications & Technology Committee to order at 6:30 PM in Conference Room A.

Members present: Ella Tschopik, Stephanie Brassington, Eric Kryzenske, Eric Kindschi, Blake Draper, Jason Jasinski

Members not present: CJ Behm, Cole Younger, Sean Braziel

Staff Present: Stephanie Miller, Matt Schuenke

2. PUBLIC APPEARANCES.

No public appearances.

3. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the regular meeting held on October 22, 2019.

Motion by Village Trustee Eric Kryzenske, second by Blake Draper, to approve discussion and action regarding minutes of the regular meeting held on October 22, 2019. Motion carries 6 - 0 - 0 by acclamation.

4. BUSINESS.

a. Discussion and action to make a recommendation to the Village Board regarding a revision to the Organizational Chart for the Communications and Technology Department.

Village Administrator, Matt Schuenke, discusses the update and changes to the Communications and Technology organizational chart.

Motion by Village Trustee Stephanie Brassington, second by Eric Kindschi, to recommend to the Village Board regarding a revision to the Organizational Chart for the Communications and Technology Department. Motion carries 6 - 0 - 0 by acclamation.

- b. Discussion and action to make a recommendation to the Village Board regarding the position description and permission to fill the vacancy for the Production Assistant position within the Communications and Technology Department.

Communications and Technology Director, Stephanie Miller, offers insight and updates on the job description for the Production Assistant position. She also includes information on why the vacancy should be filled.

Motion by Village Trustee Stephanie Brassington, second by Jason Jasinski, to recommend to the Village Board regarding the position description and permission to fill the vacancy for the Production Assistant position within the Communications and Technology Department. Motion carries 6 - 0 - 0 by acclamation.

- c. Discussion and action to make a recommendation to the Village Board regarding the position description for the Camera Operator position within the Communications and Technology Department.

In similar fashion to agenda item 4b, Communications and Technology Director, Stephanie Miller, offers insight and information to the various changes of the Camera Operator job description.

Motion by Village Trustee Stephanie Brassington, second by Eric Kindschi, to recommend to the Village Board regarding the position description for the Camera Operator position within the Communications and Technology Department. Motion carries 6 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, December 24, 2019 at 6:00 pm

Due to the holiday, the December Communications and Technology Committee meeting will not take place.

- b. Tuesday, January 28, 2020 at 6:00 pm.

6. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Blake Draper, to adjourn at 7:05 P.M. Motion carries 6 - 0 - 0 by acclamation.

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,
Stephanie R. Miller
Director