

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, August 5, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

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

Members present: Brad Czebotar, Trish Howen, Steve Kilpatrick, Ken Machtan, Peter Morehouse, and Chris Spanos.

Members not present: Clair Utter.

Staff Present: Village Administrator Matt Schuenke.

2. PUBLIC APPEARANCES.

None

3. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the meeting held on June 3, 2019.

Minutes approved by unanimous consent. Kilpatrick abstained.

4. BUSINESS.

a. Discussion and action to make a recommendation to the Village Board regarding the revision of Section 3.02(2)(b) of the Personnel Policy Manual in order to modify the responsibilities of the Village Administrator as part of the hiring process.

Czebotar made a motion, seconded by Kilpatrick, and unanimously carried by the Personnel Committee to place Agenda Item (a) on the table at 7:07 pm until after a decision was reached on Agenda Item (b). Motion carried 6 - 0.

Czebotar made a motion, seconded by Kilpatrick, and unanimously carried by the Personnel Committee to remove Agenda Item (a) from the table at 7:27 pm. Motion carried 6 - 0.

Following discussion, a motion was made by Czebotar, seconded by Machtan, and unanimously carried by the Personnel Committee to recommend approval to the Village Board regarding the revision to Section 3.02(2)(b) of the Personnel Policy Manual in order to modify the responsibilities of the Village Administrator as part of the hiring process. Motion carried 6 - 0.

- b. Discussion and action to make a recommendation to the Village Board regarding the creation of Section 18.03 of the Personnel Policy Manual in order to set certain standards on establishing vacation allotment for new external hires.

Following discussion, Czebotar made a motion, seconded by Morehouse, and unanimously carried by the Personnel Committee to recommend approval to the Village Board regarding the creation of Section 18.03 of the Personnel Policy Manual in order to set certain standards on establishing vacation allotment for new external hires. Motion carried 6 - 0.

- c. Update on recent Village employment recruitments.

The Village Administrator provided an update on the progression of open recruitments. No action was taken on this item.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, September 2, 2019 at 6:30 pm (Labor Day).

The next meeting is scheduled for a holiday. If a meeting is to be held, it will be rescheduled for a different day.

6. ADJOURNMENT.

A motion was made by Morehouse, seconded by Kilpatrick, and unanimously carried by the Personnel Committee to adjourn the meeting at 7:37 pm. Motion carried 6 - 0.

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,
Matthew G. Schuenke
Village Administrator