

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, November 4, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

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

2. PUBLIC APPEARANCES.

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

Members not present: None

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

3. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the meeting held August 5, 2019.

The minutes were approved by unanimous consent with Trustee Clair Utter abstaining.

4. BUSINESS.

a. Discussion and action to make a recommendation on selecting HealthyMinds LLC. to provide the employee assistance program to Village employees.

The Personnel Committee reviewed the proposal from HealthyMinds LLC to provide an employee assistance program for Village employees. The Committee provided feedback to Village staff including negotiating annual wellness visits, and being provided contract terms for both the Village and Police Department EAP programs.

Motion by Village President Brad Czebotar, second by Ken Machtan, to approve a recommendation to the Village Board on selecting HealthyMinds LLC. to provide the employee assistance program to Village employees contingent upon a contract and terms that are suitable to the Village.. Motion carries 7 - 0 - 0 by acclamation.

- b. Discussion regarding changes to the Personnel Policy Manual and Compensation and Benefits Manual as it relates to policies governing the employment of Police Sergeants.

Village Administrator Schuenke provided an overview of the suggested revisions to the Personnel Policy Manual and Compensation and Benefits manual as it relates to policies for the Village's Sergeants within the Police Department. He explained Sergeants are unique in that they work a schedule similar to represented police officers. Both work six days on and then have three days off for a total of 1,950 hours annually. These employees have slightly different benefits due to the WPPA contract and the difference in work schedules. Village Administrator Schuenke presented the proposal to insert these differences and practices into the Village's manuals as Sergeants are non-represented employees.

The Personnel Committee reviewed the suggested revisions and were supportive of their inclusion within the Village's manuals.

Staff will bring forward specific amendments to both manuals for consideration at the next Personnel Committee for further review.

- c. Discussion and presentation regarding a market analysis of the Village wage grid.

Village Administrator Schuenke presented the findings of the market analysis of the Village's wage grid. The consultant did a portion of the data collection, and Village staff completed the rest. The study looked at the average wages for the 15 comparables identified in the original Village compensation study for each position in the Village. The initial data suggests the Village's wage for most positions is keeping pace with the market, however, the study identified positions that likely warrant additional review and consideration for adjustments.

The Committee reviewed the initial figures and requested additional data on the calculation methods, and identifying the median wages of all positions surveyed. Additionally the Committee highlighted concerns with the width of the salary ranges in the data provided. The original study limited the widths of ranges to 30%, some of the ranges within the range are far wider than this. The Committee requested additional data be brought back to the next Personnel Committee meeting for further review.

- d. Discussion and action to make a recommendation to the Village Board regarding contracted Building Inspection Services.

Motion by Village President Brad Czebotar, second by Member Steve Kilpatrick, to approve a recommendation to the Village Board to contract for Building Inspection Services. Motion carries 7 - 0 - 0 by acclamation.

- e. Update regarding Village wide training initiatives.

Village Administrator Schuenke provided a report on recent training initiatives for all Village employees.

- f. Update regarding current and ongoing recruitments.

Village Administrator Schuenke provided an update on current and ongoing recruitments within Village Departments.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, December 2, 2019 at 6:30 pm.

The next meeting of the Personnel Committee will be on Monday December 2, 2019 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Ken Machtan, second by Member Peter Morehouse, to adjourn 8:35 p.m.
Motion carries 7 - 0 - 0 by acclamation.