

VILLAGE OF MCFARLAND  
**Personnel Committee Minutes**

*Monday, December 2, 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.

Members present: Brad Czebotar, Ken Machtan, Peter Morehouse, Chris Spanos, Clair Utter

Members not present: Trish Howen, Steve Kilpatrick

Staff Present: Village Administrator Matt Schuenke, Village Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, and Communications & Technology Director Stephanie Miller.

**2. PUBLIC APPEARANCES.**

None.

**3. APPROVAL OF MINUTES.**

- a. Discussion and action regarding the minutes for the meeting held on November 4, 2019.

The minutes were approved by unanimous consent.

**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.

Communications and Technology Director Stephanie Miller provided an overview of the proposed revision to the organizations chart for the Communications and Technology Department. The Committee discussed the proposed revisions and were in support.

The Committee moved on to discuss item b prior to taking action on the organization chart. The Committee then returned to item a to take action.

Motion by Village President Brad Czebotar, second by Member Chris Spanos, to a recommendation to the Village Board to approve revision to the Organizational Chart for the Communications and Technology Department. Motion carries 5 - 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 & Technology Director Stephanie Miller provided a summary of the updates to the position description. The Committee discussed the position description and provided feedback and proposed revisions.

Motion by Village President Brad Czebotar, second by Ken Machtan, to make a recommendation to the Village Board to approve the position description as modified and permission to fill the vacancy for the Production Assistant position within the Communications and Technology Department. Motion carries 5 - 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.

Motion by Village President Brad Czebotar, second by Member Peter Morehouse, to make a recommendation to the Village Board to approve the position description for the Camera Operator position within the Communications and Technology Department. Motion carries 5 - 0 - 0 by acclamation.

- d. Discussion and action to make a recommendation to the Village Board to create Section 7.01(2) and (3) within the Compensation and Benefits Manual regarding holiday time.

Motion by Village President Brad Czebotar, second by Ken Machtan, to make a recommendation to the Village Board to approve the creation of Section 7.01(2) and (3) within the Compensation and Benefits Manual regarding holiday time. Motion carries 5 - 0 - 0 by acclamation.

- e. Discussion and action to make a recommendation to the Village Board to revise Section 9.02 within the Compensation and Benefits Manual for vacation time.

Motion by Village President Brad Czebotar, second by Member Peter Morehouse, to make a recommendation to the Village Board to approve revision of Section 9.02 within the Compensation and Benefits Manual for vacation time. Motion carries 5 - 0 - 0 by acclamation.

- f. Discussion and action to make a recommendation to the Village Board to create Section 16.02 within the Compensation and Benefits Manual regarding night differential.

Village Administrator Schuenke provided an overview of the proposed changes to 16.02 within the Compensation and Benefits Manual regarding night differential.

Staff will bring back suggested revisions to the next meeting.

- g. Discussion and action to make a recommendation to the Village Board to create Section 16.03(4) within the Personnel Policy Manual regarding minimum call-in pay.  
Village Administrator Schuenke provided an overview of the proposed revisions to section 16.03(4) of the Personnel Policy manual regarding minimum call-in pay.

Motion by Village President Brad Czebotar, second by Member Chris Spanos, to make a recommendation to the Village Board to approve creating Section 16.03(4) within the Personnel Policy Manual regarding minimum call-in pay. Motion carries 5 - 0 - 0 by acclamation.

- h. Discussion and presentation regarding a market analysis of the Village wage grid.  
Village Administrator provided an overview of the update of the market analysis of the Village wage grid. The Committee reviewed the update and provided feedback and request for more information. The Committee requested the following data:

1. More research to ensure comparison is based on job duties and not job titles.
2. More research into providing information on position ranges of minimum, midpoint, and maximum and not just actual salaries.

Staff will bring back the item for further discussion with the updated information requested for the next meeting.

## **5. SCHEDULE NEXT MEETING DATE.**

- a. Monday, January 6, 2019 at 6:30 pm.

## **6. ADJOURNMENT.**

Motion by Machtan, second by Morehouse, to adjourn at 8:52 pm. Motion carried 5 - 0 - 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,  
Cassandra M. Suettinger