

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, February 3, 2020 - 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 and Chris Spanos.

Members not present: Clair Utter.

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

3. APPROVAL OF MINUTES.

a. Discussion and action regarding the minutes of the meeting held December 2, 2019.

The minutes of the December 2, 2019 Personnel Committee meeting were passed unanimous consent with Steve Kilpatrick and Trish Howen abstaining.

4. BUSINESS.

a. 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.

Motion by President Brad Czebotar, second by Trustee Ken Machtan, to make a recommendation of approval to the Village Board to create Section 16.02 within the Compensation and Benefits Manual regarding night differential with change to add "regularly scheduled shifts" to the policy. Motion carries 6 - 0 - 0 by acclamation.

b. Discussion and recommendation to the Village Board to update section 15.12 of the Village Personnel Policy regarding meals.

Motion by President Brad Czebotar, second by Peter Morehouse, to make a recommendation of approval to the Village Board to update section 15.12 of the Village Personnel Policy regarding meals. Motion carries 6 - 0 - 0 by acclamation.

c. Discussion and presentation regarding the 2019 Employee Performance Evaluations.

Village Administrator Schuenke provided an overview of the 2019 employee performance evaluations and awarding of 2019 merit pay funds.

The Committee provided feed back on the results, noting the results were higher than normal. The committee suggested looking at the tool to ensure it provides clear direction for the evaluator.

- d. Discussion regarding drafting of language regarding compensation for being on call.
Village Administrator Schuenke provided an overview of the history and past practice of employees being provided compensation for being on-call. Currently, employees are compensated for being on-call, but there is no policy for on-call pay. The Committee reviewed the issue, provided feedback, and directed staff to work with the Village Labor Attorney to bring back policy language to codify on-call pay within the Village Personnel Policy Manual.
- e. Discussion regarding the update to the Market Survey Information contained within the 2015 Classification and Compensation Study.
Village Administrator Schuenke provided an overview of the updated results of the market survey data obtained from comparables. The updated data evaluated all the comparable data by minimums, market rates, and maximums for each position. The Committee reviewed the data and provided feedback. The Committee requested staff revise the current market grid to move every position up one grade level and bring it back to the committee for discussion.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, March 2, 2020 at 6:30 pm.

The next Personnel Committee meeting will be March 2, 2020 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Steve Kilpatrick, second by Peter Morehouse, to adjourn at 8:40 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
Clerk/Treasurer