

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, June 1, 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 the Community Ro.

Members present: Brad Czebotar, Trish Howen, Steve Kilpatrick, Ken Machtan, Peter Morehou

Members not present: None.

Staff Present: Village Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, and

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.*

None.

3. APPROVAL OF MINUTES.

- a. *Discussion and action regarding the minutes of the meeting held on March 2, 2020.*
The minutes of the March 2, 2020 Personnel Committee meeting were passed by unanimous consent with Trustee Clair Utter and Committee members Jack Bernfield and Trish Howen abstaining.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding approval of Addendum C (Workplace Response Policy) within the Personnel Policy*

Manual.

Village Administrator Matt Schuenke provided an overview of Addendum C (workplace response policy) and the Village's response to COVID19. The Forward Dane Plan and orders from Dane County Public Health require the Village to create certain workplace policies in response to COVID19. Addendum C addresses all of the requirements from the County Health Orders. Once approved the plan will be provided to all employees to review and sign off verifying their review and understanding of the policy.

The Personnel Committee reviewed the policy and provided feedback and revision suggestions.

Motion by Ken Machtan, second by Member Peter Morehouse, to approve Addendum C (Workplace Response Policy) within the Personnel Policy Manual. Motion carries 7 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, July 6, 2020 at 6:30 pm.

President Brad Czebotar reported the next regularly scheduled meeting of the Personnel Committee is scheduled to be Monday July 6, 2020. He noted due to the July 4th holiday following the weekend before, the Village would not likely hold the meeting unless time sensitive issues came forward. Village staff will send out an official notification as the meeting gets closer.

6. ADJOURNMENT.

Motion by Member Steve Kilpatrick, second by Member Trish Howen, to adjourn at 7:18 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
Village Clerk/Treasurer