

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, August 3, 2020 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

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

Members present: Village President Brad Czebotar, Village Trustee Clair Utter, Committee members: Jack Bernfeld, Chris St. Clair, Ken Machtan, Trish Howen, Steve Kilpatrick, and Peter Morehouse (joined at 6:32 p.m.)

Members not present: None

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

2. PUBLIC APPEARANCES.

President Czebotar introduced new member Chris St. Clair and Personnel Committee members provided introductions.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding minutes from the meeting held on June 1, 2020.*
The minutes of the June 1, 2020 Personnel Committee meeting were approved by unanimous consent.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding a Memorandum of Understanding with the Wisconsin Professional Police Association (WPPA) - McFarland Unit regarding 2020 Vacation Carryover.*

Village Administrator Schuenke provided an overview of the proposed MOU with the WPPA McFarland Unit. Currently WPPA officers do not have the ability to carryover any vacation. In light of the pandemic, using vacation time has become challenging. The proposed MOU would allow officers to carryover up to 40 hours of vacation.

The Committee provided feedback on the MOU and requested information on the financial implications of allowing the carryover. The Committee was concerned that a deadline be set on when the carryover time be used by to ensure the same problem does not occur again in 2021.

Motion by Ken Machtan, second by Jack Bernfeld, to approve recommending approval to the Village Board regarding a Memorandum of Understanding with the Wisconsin Professional Police Association (WPPA) - McFarland Unit regarding 2020 Vacation Carryover. Motion carries 8 - 0 - 0 by acclamation.

- b. Discussion and action to make a recommendation to the Village Board regarding Light Duty Policy as Chapter 36 of the Personnel Policy Manual.*

The Committee reviewed a draft of the creation of Chapter 36 of the Personnel Policy manual regarding light duty. Clerk/Treasurer provided an overview of the policy noting the policy is intended as an introductory draft to provide feedback and determine what direction may be desired regarding light duty. She reported the Village already allows light duty in practice, the policy is proposed to provide a consistent process for Department Heads and employees to follow in requesting and approving light duty status.

The Committee reviewed the draft policy and provided concerns and feedback and requested staff follow up with the labor attorney and bring the revised policy back to the next meeting.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, September 7, 2020 at 6:30 pm (Labor Day)

In light of Labor Day, the next meeting of the Personnel Committee was scheduled for October 5, 2020.

6. ADJOURNMENT.

Motion by Ken Machtan, second by Member Trish Howen, to adjourn at 7:43 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