

**PERSONNEL
COMMITTEE**

Monday, March 1, 2021

6:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/87908034586>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 879 0803 4586

1. CALL TO ORDER, ROLL CALL.
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.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the meeting held on February 1, 2021.
4. BUSINESS.
 - a. Discussion and recommendation to the Village Board regarding revisions to the job description for the Clerk III position within the Community Development Department.
 - b. Discussion and action to make a recommendation to the Village Board regarding the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Intern position within the Community Development Department.
 - c. Discussion and presentation regarding the 2020 Employee Performance Evaluations.
 - d. Discussion regarding a Multi-Community Wage Study prepared by GovHR USA on behalf of the Dane

County Cities and Villages Association.

- e. Discussion regarding Administration of Compensation Plans for Non-Represented Employees as Chapter 3 of the Compensation and Benefits Manual.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, April 5, 2021 at 6:30 pm.

6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.