

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, October 5, 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.

Members present: Village President Brad Czebotar, Village Trustee Clair Utter, Committee members: Peter Morehouse, Ken Machtan, Trish Howen, Steve Kilpatrick, and Chris St. Clair.

Members not present: Jack Bernfeld.

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

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 minutes of the meeting held August 3, 2020.*
Item postponed to next meeting.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding Use of Social Media Policy as Chapter 33 of the Personnel Policy Manual.*

Village Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, and Communications & Technology Director Stephanie Miller presented an overview of the revisions to Chapter 33 of the Personnel Policy Manual regarding social media. They noted social media has changed significantly since the creation of the policy, and the revisions bring the policy up to date and provide policies on personnel issues related to social media.

The Board reviewed the draft updates to the social media policy and provided feedback. The Committee requested the policy be forwarded to the Village Labor Attorney for

review of the enforceability of certain portions of the policy as they related to first amendment rights, section 33.04(3), and also inserting language to protect the Village's image in places where clothing or items are worn in private settings.

Staff will follow up with the Village Labor Attorney and bring the policy back for further review at the next Personnel Committee meeting.

- b. Discussion and action to make a recommendation to the Village Board regarding the creation of Chapter 36 and revision of Chapter 25 of the Personnel Policy Manual as it relates to a light duty.

Motion by President Brad Czebotar, second by Ken Machtan, to make a recommendation to the Village Board approving the creation of Chapter 36 and revision of Chapter 25 of the Personnel Policy Manual as it relates to light duty as discussed at the Personnel Committee meeting on October 5, 2020. Motion carries 7 - 0 - 0 by acclamation.

- c. Discussion and action to make a recommendation to the Village Board regarding the appointment of the Village Forester.

Village Administrator Schuenke provided an overview of the proposal to appoint the Parks Superintendent position as the Village Forester. He explained the duties of the Village Forester are outlined in the Village code with applicable duties and responsibilities. He explained often in cases like this, the Village appoints these sorts of positions to an already existing position. Because the Parks Superintendent already performs a lot of the duties and associated work, staff proposes appointing the Parks Superintendent to the position.

The Committee discussed the position description and were supportive of appointing the Parks Superintendent as the Village Forester. The Committee requested staff follow up and investigate the non-exempt status assigned to the Parks Superintendent position.

Motion by President Brad Czebotar, second by Chris St. Clair, to recommend approval of the assignment of the Village Forester function to the Parks Superintendent. Motion carries 6 - 1 - 0 with Trustee Utter voting nay.

5. SCHEDULE NEXT MEETING DATE.

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

Village Administrator Schuenke reported due to the November 3, 2020 Presidential Election, staff would propose canceling the November Personnel Committee unless any urgent matters arise. Committee members agreed.

6. ADJOURNMENT.

Motion by Machtan, second by Morehouse, to adjourn at 8:30 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