

Tuesday, June 7, 2022

11:30 AM

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/81760242804>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 817 6024 2804

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Personnel Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee 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 Committee for their consideration. Members of the public who are present in person and wish to address the Committee 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 village.clerk@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
4. BUSINESS.
 - a. Discussion on Village Personnel structure and introduction of Village Labor Attorney Kyle Gulya.
 - b. Discussion and action on the scope of work of the Personnel Committee for 2022 and setting the meeting schedule.
5. SCHEDULE NEXT MEETING DATE.
6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, June 7, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion on Village Personnel structure and introduction of Village Labor Attorney Kyle Gulya.

PREVIOUS ACTION:

none.

ISSUE SUMMARY:

This will be the first official meeting of the newly structured Personnel Committee. The new Personnel Committee is comprised solely of three Village Trustees. Because this is our first meeting, the Village Labor Attorney Kyle Gulya will be on hand to introduce himself and provide an overview of the Personnel Structure for the Village.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Various Code references to Personnel Duties

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion only.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, June 7, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Matt Schuenke,
Village Administrator

AGENDA ITEM: Discussion and action on the scope of work of the Personnel
Committee for 2022 and setting the meeting schedule.

PREVIOUS ACTION:

ISSUE SUMMARY:

In 2021, the Village contracted with GOVHR to do a compensation, classification, and future staffing analysis for the Village. As part of that work, the [2021 Compensation/Classification Study and Future Staffing analysis](#) project was completed and accepted by the Village Board in 2021. Since acceptance of the Plan in 2021, the Village has moved through approving and updating the immediate changes suggested regarding new positions created in the 2022 budget, and name title/org. chart changes for updates in naming. The next step in that process is to review the recommendations from GOVHR regarding benefits and policies.

The Village Board has referred to the Personnel Committee to review the recommendations from the study as well as to combine the current [Personnel Policy Manual](#) and [Compensation & Benefits Manual](#) into one. This will involve a great deal of work as both manuals are quite lengthy in size. However, the project provides a great opportunity to be responsive to employees and our workforce.

Staff recommends reorganization of the manuals into three main categories:

1. [Introduction and outline of roles and responsibilities](#) - This is the section of the manual that provides an introduction, definitions, and then outlines delineation and responsibilities within the organization. The 2021 Comp and Class study recommends a shift in the current personnel structure ([Page 8 of the C&C Study](#)). Currently, the Personnel Policy Officer duties are all contained within the Village Administrator's job duties and responsibilities by code ([2-552](#)) and by policy. The study recommends two major changes to these duties:

- A. Changing the title of Clerk/Treasurer to Deputy Administrator/Clerk and transitioning the duties of the Personnel Policy officer to that position and the Administration Department.
- B. Creation of an HR Generalist position that reports to the newly created Deputy Administrator/Clerk position within the Administration Department. The Board has already approved the job description and authorization to hire for this position. This



position is currently being recruited for with a target start date in early July.

The Village Administrator would still retain executive oversight of personnel related duties, as it similarly does for all duties of the Village, but the transition allows for more dedicated resources and support for human resources on a day-to-day basis.

2. Benefits and Compensation - This section would outline all of the Village's benefits(health insurance, retirement benefits, etc.) as well as leave time offered to employees (holidays, sick leave, vacation time, etc.). The Comp and Class study provides the following recommendations for benefits ([page 7 of the compensation and classification](#)).

3. Workplace Rules - This is where policies regarding workplace rules are found. This would include policies such as general conditions of employment, unlawful harassment, personal use of village equipment, etc.

Village Staff recommends the Committee start its work by addressing the outline of roles and responsibilities. Reviewing and updating the current structure will have implications for how the rest of the manual flows. It makes sense to deal with this portion first, move to benefits and compensation, and then conclude with workplace rules.

Additionally, as recommended by the Compensation and Classification study, the Village has created its employee engagement workgroup. This workgroup is comprised of one non-supervisor/department head staff member. The workgroup will work on coordinating and planning employee events, provide feedback to help creation of a new employee recognition program, and will assist in providing feedback and recommendations from employees on policy revisions.

The main goal of the first meeting will be to establish the frequency and schedule at which the Committee will meet and set expectations for members of the Committee. Staff recommends the Personnel Committee begin its work in mid-July. This will allow the employee engagement committee an opportunity to mobilize, the HR Generalist to start, and staff to get policy revisions lined up for the Committee to begin its work.

Additionally, staff recommends the committee meet every three weeks, during the day, with an established time frame to work in. For example the Committee could meet every three weeks on Tuesdays from 11:30 a.m. and end no later than 1 p.m. Due to a higher meeting frequency, this may help better distribute both staff and board members' time who already have additional nighttime meeting commitments for other committees.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None