

Tuesday, August 16, 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/85681445014>

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

Webinar ID: 856 8144 5014

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.
 - a. Motion to approve the minutes of the June 7 , 2022 meeting.
4. BUSINESS.
 - a. Discussion and recommendation on amending section 14.04 of the Personnel Policy Manual regarding the Village's background check process.
 - b. Discussion and action to make a recommendation to the Village Board regarding changes to the Village Code of Ordinances to create the Deputy Village Administrator position and revise the Village Administrator position.
 - c. Discussion and action to make a recommendation to the Village Board regarding the creation of a job description for the Deputy Administrator/Clerk position and revisions to the existing job description for the Administrator position.
 - d. Discussion and recommendation on creation of a Village wide Organizational Chart.
 - e. Discussion and recommendation on updates to the Administration Department Organizational Chart.

- f. Discussion and recommendation to the Village Board regarding amendment to Chapter 3 of the Personnel Policy Manual regarding Organization and Administration.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, September 6, 2022 at 11:30 am.
- b. Tuesday, September 27, 2022 at 11:30 am.
- c. Tuesday, October 18, 2022 at 11:30 am.

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.