

VILLAGE OF MCFARLAND

Personnel Committee Minutes

Thursday, September 15, 2022 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Trustee Edward Wreh called the regular meeting of the Personnel Committee to order at 11:47 AM in Community Room.

Members present: Trustees:TJ Jerke, Edward Wreh, Village President Clow participated in an ex-officio capacity.

Members not present: Carrie Nelson

Staff Present: Matt Schuenke, Village Administrator, Cassandra Suettinger Deputy Administrator/Clerk, Andrea Anderson, Human Resource Generalist

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.*

No public present.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the August 16, 2022 meeting.*

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to approve the minutes of the August 16, 2022 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

- a. Discussion and recommendation of the creation and addition of Chapter 37, Remote Work, to the Personnel Policy Manual.*

The Personnel Committee reviewed the draft Chapter 37 personnel policy regarding remote work and provided feedback.

Motion by Village Trustee TJ Jerke, second by Village Trustee Edward Wreh, to recommend the creation and addition of Chapter 37, Remote Work, to the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

- b. Discussion and recommendation on amendment of Chapter 4, Transactions and Records*

Management, of the Personnel Policy Manual.

The Personnel Committee reviewed the proposed amendment to Chapter 4 of the Personnel Policy manual regarding Transactions and Records Management.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 4, Transactions and Records Management, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

c. Discussion and recommendation on amendment of Chapter 22, Military Leave, of the Personnel Policy Manual.

The Personnel Committee reviewed the proposed amendment to Chapter 22, Military Leave.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to recommend on amendment of Chapter 22, Military Leave, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

d. Discussion and recommendation on amendment of Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual.

The Personnel Committee reviewed the proposed amendment to Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, September 27, 2022 at 11:30 am.

b. Tuesday, October 18, 2022 at 11:30 am.

c. Tuesday, November 15, 2022 at 11:30 am.

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 12:52 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
Deputy Administrator/Clerk