

VILLAGE OF MCFARLAND
Personnel Committee Minutes
Tuesday, August 16, 2022 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

President Carolyn Clow called the meeting to order at 11:38 a.m.

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.*

None.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the June 7, 2022 meeting.*

Motion by President Carolyn Clow, second by Trustee TJ Jerke, to approve the minutes of the June 7, 2022 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on amending section 14.04 of the Personnel Policy Manual regarding the Village's background check process.*

Clerk/Treasurer Suettinger provided history of the current background process, and rationale for transitioning the background check duties to the HR Generalist. She noted the changes will allow the Village to be more efficient and align with best practices to reduce liability.

Motion by President Carolyn Clow, seconded by Trustee Ed Wreh, to recommend approval to amend section 14.04 of the Personnel Policy Manual regarding the Village's background check process. Motion carries 2 - 0 - 0 by acclamation.

- 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.*

Village Administrator Schuenke provided an overview of the proposal to amend the Village Code of Ordinances to add a Deputy Administrator position within the Village as recommended in the 2021 Compensation and Classification study. With the creation of a HR Generalist in the Administration Department, the change aligns the Personnel Policy Officer duties with the Deputy Administrator and Village Administration Department.

The Committee recommended inclusion of reference in the Village Administrator job description regarding forecasting operating costs.

Motion by President Carolyn Clow, second by Trustee TJ Jerke, to recommend to the Village Board approval regarding changes to the Village Code of Ordinances to create the Deputy Village Administrator position and revise the Village Administrator position. Motion carries 2 - 0 - 0 by acclamation.

- 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.

Motion by President Carolyn Clow, second by Trustee TJ Jerke, to recommend 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 as presented in the packet. Motion carries 2 - 0 - 0 by acclamation.

- d. Discussion and recommendation on creation of a Village wide Organizational Chart.

Motion by President Carolyn Clow, second by Trustee TJ Jerke, to recommend approval on creation of a Village wide Organizational Chart. Motion carries 2 - 0 - 0 by acclamation.

- e. Discussion and recommendation on updates to the Administration Department Organizational Chart.

Motion by President Carolyn Clow, second by Trustee TJ Jerke, to recommend approval on updates to the Administration Department Organizational Chart. Motion carries 2 - 0 - 0 by acclamation.

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

Motion by President Carolyn Clow, second by Trustee TJ Jerke, to recommend to the Village Board approval regarding amendment to Chapter 3 of the Personnel Policy Manual regarding Organization and Administration. Motion carries 2 - 0 - 0 by acclamation.

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.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 12:54 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