

VILLAGE OF MCFARLAND
Personnel Committee Minutes
Tuesday, October 18, 2022 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Trustee Carrie Nelson called the regular meeting of the Personnel Committee to order at 11:34 a.m. in the Community Room.

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 September 27, 2022 meeting.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend approval of the minutes of the September 27, 2022 meeting. Motion carries 3 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on amendment of Chapter 21, previously titled Jury Duty/Civil Leave, and now proposed as Jury Duty and Witness Leave, of the Personnel Policy Manual.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend the amendment of Chapter 21, previously titled Jury Duty/Civil Leave, and now proposed as Jury Duty and Witness Leave, of the Personnel Policy Manual. Motion carries 3 - 0 - 0 by acclamation.
- b. *Discussion and recommendation on amendment of Chapter 28, Political Activity, of the Personnel Policy Manual.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend amendment of Chapter 28, Political Activity, of the Personnel Policy Manual, with the change to the first sentence of Section 3 to include the HR Designee. Motion carries 3 - 0 - 0 by acclamation.
- c. *Discussion and recommendation on amendment of Chapter 30, Alcohol and Drug Use, of the Personnel Policy Manual.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to

recommend the amendment of Chapter 30, Alcohol and Drug Use, of the Personnel Policy Manual, with the understanding that the last sentence of Section 30.03 will be revised or struck from the document. Motion carries 3 - 0 - 0 by acclamation.

- d. Discussion and recommendation on amendment of Chapter 33, previously titled Policy on Use of Social Media, and now proposed as Use of Social Media, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the amendment of Chapter 33, previously titled Policy on Use of Social Media, and now proposed as Use of Social Media, of the Personnel Policy Manual, with the requested change to Section 33.02 (4) which provides for the addition of the language "...on Village social media account..." Motion carries 3 - 0 - 0 by acclamation.

- e. Discussion on joint work with the Diversity, Equity, and Inclusion (DEI) Committee to advance revisions to the Personnel Policy Manual as applicable to the DEI S.M.A.R.T. goals.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, November 15, 2022 at 11:30 am.
- b. Tuesday, November 29, 2022 at 11:30 am.
- c. Tuesday, December 20, 2022 at 11:30 am.
- d. Monday, November 21, 2022 at 6:00 p.m. - Joint Personnel/DEI Committee Meeting

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 12:37 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,
Andrea Anderson
Human Resource Generalist