

VILLAGE OF MCFARLAND

Personnel Committee Minutes

Tuesday, November 29, 2022 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Trustee Carrie Nelson called the regular meeting of the Personnel Committee to order at 11:33 am 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 October 18, 2022 meeting.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to approve the minutes of the October 18, 2022 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

- a. Discussion and recommendation regarding the job description and classification to create the Utility Maintenance worker position within the Public Works Department.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the job description and classification to create the Utility Maintenance worker position within the Public Works Department. Motion carries 2 - 0 - 0 by acclamation.
- b. Discussion and recommendation on amendment of Chapter 20, Bereavement Leave, of the Personnel Policy Manual.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the amendment of Chapter 20, Bereavement Leave, of the Personnel Policy Manual, with the change to the verbiage regarding the types of activities bereavement leave may be used for. Motion carries 2 - 0 - 0 by acclamation.
- c. Discussion and recommendation on amendment of Chapter 31, Private Use of Village Property, of the Personnel Policy Manual.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the amendment of Chapter 31, Private Use of Village Property, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

- d. Discussion and recommendation on creation of an accommodation policy within the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the creation of an accommodation policy within the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, December 20, 2022 at 11:30 am.
- b. Tuesday, January 10, 2023 at 11:30 a.m.
- c. Tuesday, January 31, 2023 at 11:30 a.m.

6. ADJOURNMENT.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to adjourn at 12:17 pm. Motion carries 2 - 0 - 0 by acclamation.

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