

VILLAGE OF MCFARLAND

Personnel Committee Minutes

Tuesday, December 20, 2022 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Carrie Nelson called the regular meeting of the Personnel Committee to order at 11:39 am in the Community Room of the McFarland Municipal Center.

Members present: Carrie Nelson, TJ Jerke

Members not present: Edward Wreh

Staff Present: Cassandra Suettinger, Andrea Anderson

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 November 29, 2022 meeting.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to approve Motion to approve the minutes of the November 29, 2022 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

a. Discussion and recommendation on creation of a Requests for Information Regarding Current or Former Employees Policy within the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the creation of a Requests for Information Regarding Current or Former Employees Policy within the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

b. Discussion and recommendation on amendment to Chapter 23, Family and Medical Leave Laws, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend amendment to Chapter 23, Family and Medical Leave Laws, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

c. Discussion and recommendation on amendment to Chapter 24, Unpaid Leaves of

Absence, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend amendment to Chapter 24, Unpaid Leaves of Absence, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

d. Discussion and recommendation on amendment to Chapter 27, Ethical Standards for Employees, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend amendment to Chapter 27, Ethical Standards for Employees, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

a. January 10, 2023, 11:30 am

b. January 31, 2023, 11:30 am

c. February 21, 2023, 11:30 am

6. ADJOURNMENT.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to adjourn at 12:28 pm.

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