

VILLAGE OF MCFARLAND

Personnel Committee Minutes

Tuesday, January 10, 2023 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Carrie Nelson called the regular meeting of the Personnel Committee to order at 11:33 am in the Community Room of the McFarland Municipal Center.

Members present: Carrie Nelson, TJ Jerke, Edward Wreh

Members not present: None

Staff Present: Andrea Anderson, Cassandra Suettinger, Matt Schuenke

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Personnel Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. 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.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

No public present.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the December 20, 2022 meeting.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to approve the minutes of the December 20, 2022 meeting. Motion carries 3 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on creation of a Concealed Weapons and Firearms in the Workplace Policy within the Personnel Policy Manual.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend the creation of a Concealed Weapons and Firearms in the Workplace Policy within the Personnel Policy Manual. Motion carries 3 - 0 - 0 by acclamation.
- b. *Discussion and recommendation on creation of a Meals Policy within the Personnel Policy Manual*
Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend the creation of a Meals Policy within the Personnel Policy Manual, with the

change to Section XX.01(1)(a) changing maximum gratuity from 18% to 20%. Motion carries 3 - 0 - 0 by acclamation.

c. Discussion and recommendation on creation of a Travel Policy within the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the creation of a Travel Policy within the Personnel Policy Manual. Motion carries 3 - 0 - 0 by acclamation.

d. Discussion and recommendation on amendment of Chapter 8, Termination of Employment, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend amendment of Chapter 8, Termination of Employment, of the Personnel Policy Manual with the addition of language to Section 8.08, Exit Interviews, regarding identification of discovered issues that would require escalation to leadership. Motion carries 3 - 0 - 0 by acclamation.

e. Discussion and recommendation on amendment of Chapter 12, Employee Conduct and Disciplinary Action, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend amendment of Chapter 12, Employee Conduct and Disciplinary Action, of the Personnel Policy Manual with potential changes to Section 12.03(3). Motion carries 3 - 0 - 0 by acclamation.

f. Discussion and recommendation on amendment and consolidation of Chapter 19, Sick Leave, of the Personnel Policy Manual and Chapter 10, Sick Leave, of the Compensation and Benefits Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend amendment and consolidation of Chapter 19, Sick Leave, of the Personnel Policy Manual and Chapter 10, Sick Leave, of the Compensation and Benefits Manual with the discussed changes to Section XX.04(b) regarding the addition of the word "consecutive" to the three days, and the removal of the language regarding the pattern of illness. Motion carries 3 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

a. January 31, 2023, 11:30 am

b. February 21, 2023, 11:30 am

c. March 14, 2023, 11:30 am

6. ADJOURNMENT.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to adjourn at 1:39 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