

VILLAGE OF MCFARLAND
Personnel Committee Minutes
Tuesday, January 31, 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 11:35 AM in Conference Room A of the McFarland Municipal Center.

Members present: Carrie Nelson, TJ Jerke

Members not present: Edward Wreh

Staff Present: Andrea Anderson, Lee Igl, 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 January 10, 2023 meeting.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to approve the minutes of the January 10, 2023 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

a. Discussion and recommendation regarding the job description and classification to create the Full-Time and Part-Time Custodian positions within the Public Works Department.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the creation of Full-Time and Part-Time Custodian positions within the Public Works Department. Motion carries 2 - 0 - 0 by acclamation.

b. Discussion and recommendation on creation of a Vehicle Use policy within the Personnel Policy Manual

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the creation of a Vehicle Use policy within the Personnel Policy Manual

Motion carries 2 - 0 - 0 by acclamation.

- c. Discussion and recommendation on amendment of Chapter 13, Grievance Policy and Procedure, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 13, Grievance Policy and Procedure, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

- d. Discussion and recommendation on amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual.

No action taken, item postponed to next Personnel Committee meeting.

- e. Discussion and recommendation on creation of an Equal Employment Opportunity Policy.

No action taken, item postponed to next Personnel Committee meeting.

- f. Discussion and recommendation on creation of a Benefits policy within the Personnel Policy Manual.

No action taken, item postponed to next Personnel Committee meeting.

5. SCHEDULE NEXT MEETING DATE.

- a. February 21, 2023, 11:30 am

This meeting will be rescheduled to a different date due to conflict with the Spring Primary Election.

- b. March 14, 2023, 11:30 am

6. ADJOURNMENT.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to adjourn at 12:46 pm

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Andrea Anderson
Human Resource Generalist