

VILLAGE OF MCFARLAND

Personnel Committee Minutes

Tuesday, February 28, 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 11:34 AM in Conference Room A of the McFarland Municipal Center.

Members present: Carrie Nelson, TJ Jerke

Members not present: Edward Wreh

Staff Present: Matt Schuenke, Cassandra Suettinger, Andrea Anderson

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 31, 2023 meeting.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to approve the minutes of the January 31, 2023 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

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

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend creation of an Equal Employment Opportunity Policy. Motion carries 2 - 0 - 0 by acclamation.

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

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

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

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

d. Discussion and recommendation on amendment of Chapter 11, Safety, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 11, Safety, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

e. Discussion and recommendation on amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual with the following changes agreed to in Section 34.05 of the policy:

- In 2nd paragraph, change "individuals" to "behaviors."
- In 3rd paragraph, change "will" to "could."

Motion carries 2 - 0 - 0 by acclamation.

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

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual. Village staff will have the attorney review Section 14.08 once more to ensure language is correct. Motion carries 2 - 0 - 0 by acclamation.

g. Discussion and recommendation on amendment of Chapter 10, Training and Development, of the Personnel Policy Manual.

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

5. SCHEDULE NEXT MEETING DATE.

a. March 14, 2023, 11:30 am-1:00 pm

6. ADJOURNMENT.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to adjourn at 1:01 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