

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Tuesday, March 14, 2023 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Edward Wreh called the regular meeting of the Personnel Committee to order at 11:32 AM in Conference Room A of the McFarland Municipal Center.

Members present: TJ Jerke, Edward Wreh, Carrie Nelson (Carrie arrived at 12:04 pm)

Members not present:

Staff Present: Matt Schuenke, Cassandra Suettinger, Andrea Anderson, Stephanie Miller

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 February 28, 2023 meeting.*
Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to approve the minutes of the February 28, 2023 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on amendment of Chapter 10, Training and Development, of the Personnel Policy Manual.*
Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 10, Training and Development, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.
- b. *Discussion and recommendation on amendment of Chapter 15, previously titled Working Conditions, now proposed as Administrative Policies, of the Personnel Policy Manual.*
Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to

recommend amendment of Chapter 15, previously titled Working Conditions, now proposed as Administrative Policies, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

- c. Discussion and recommendation on amendment of Chapter 16, previously titled Compensation, now proposed as Compensation Administration, of the Personnel Policy Manual.

Motion by Village Trustee Edward Wreh, second by Village Trustee Carrie Nelson, to recommend amendment of Chapter 16, previously titled Compensation, now proposed as Compensation Administration, of the Personnel Policy Manual. Motion carries 3 - 0 - 0 by acclamation.

- d. Discussion and recommendation on amendment of Chapter 32, Electronic Communications and Information Systems Policy, of the Personnel Policy Manual.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 32, Electronic Communications and Information Systems Policy, of the Personnel Policy Manual with the change to Section 32.01(2) regarding communications on Village premises. Motion carries 3 - 0 - 0 by acclamation.

- e. Discussion on final approval of the updated Personnel Policy Manual.

Discussion only, no action was taken.

5. SCHEDULE NEXT MEETING DATE.

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 12:50 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