

PERSONNEL COMMITTEE

Monday, January 4, 2016

6:30 P.M.

**McFarland Municipal Center
Conference Room A**

AGENDA

- 1. Call to order.**
- 2. Motion to approve the draft Minutes of the December 7, 2015 Personnel Committee meeting.**
- 3. Review and discuss the organization of the Senior Outreach Department.**
- 4. Review and discuss the organization of the Cable & Technology Department.**
- 5. Review and discuss the organization of the Administration & Finance Department.**
- 6. Review and discuss employment applications for Village of McFarland.**
- 7. Review ordinance that created the Personnel Committee and discuss the duties required of this Committee.**
- 8. Determine date and agenda items for the February, 2016 meeting of the Personnel Committee.**
- 9. Adjournment.**

NOTES: 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.
2) A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered nor shall any action be taken by said Village Board members at this meeting.
3) More specific information about agenda items may be obtained by calling 838-3153.

This agenda was posted, or caused to be posted, by my hand on the 31st day of December, 2015 at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and the McFarland State Bank, 5990 Highway 51.

Tracey Berman, Clerk/Deputy Treasurer