

VILLAGE OF MCFARLAND
Draft - PERSONNEL COMMITTEE
January 4, 2016

1. Call to order.

President Brad Czebotar called the January 4, 2016 meeting of the Personnel Committee to order at 6:31p.m. in Conference Room A of the McFarland Municipal Center.

Members present: President Brad Czebotar and Trustee Dan Kolk (arrived a little late); citizen members Steven Kilpatrick, Peter Morehouse, and Chris Spanos.

Members absent: None

Staff present: Clerk/Deputy Treasurer Tracey Berman, Administration Clerk III Diane Reinstad, Administrator Eric Rindfleisch, and Police Chief Craig Sherven.

Others present: SOS Interim Director Lori Andersen, Sr. Accountant/Budget Manager Kelsy Boyd, Cable Director Eric Redding, SOS Caseworker Sarah Sprang.

President Czebotar announced that Diane Reinstad, Administration Clerk III will be retiring from the Village of McFarland at the end of January after 6 years of employment. He thanked her for her service to the Village.

2. Motion to approve the draft Minutes of the December 7, 2015 Personnel Committee meeting.

Motion by Czebotar, seconded by Kilpatrick and carried 4-0 by acclamation to approve the Minutes of the December 7, 2015 meeting as amended.

3. Review and discuss the organization of the Senior Outreach Department.

Interim Senior Outreach Director Lori Andersen presented organization statistics to the Committee. Job position descriptions in this department include: Full-time Senior Outreach Director; Part-time (PT) Senior Outreach Services Case Manager; PT Nutrition Site Manager; and PT Nutrition Site Coordinator. The County may make some changes to the current nutritional program, and the department needs to be flexible to adjust to these potential changes. Case management duties have been reallocated amongst staff; the Director is now responsible for a limited amount of hours. To provide a more professional look to the monthly Senior Newsletter, design and layout services have been contracted out. The Committee requested that tracking documents should be made available to show the changes made to all the department descriptions.

The Committee felt comfortable advancing the new organizational structure of the Senior Outreach Department to the Village Board.

4. Review and discuss the organization of the Cable & Technology Department.

It is recommended that the department title for "Cable to be changed to "Communications and Technology Department". Current Cable Manager Eric Redding provided information on the duties of this department. Job position descriptions include: Part-time (PT) Communications & Technology Director; PT Technical Specialist; PT Senior Audio Visual Technician; and PT Audio Visual Technician. This department provides AV support to the Village; provides support and technical advice on the new phone system; and runs the Cable station for the Village. The department is budgeted for an additional part-time employee for 2016. This new position would be classified as a Communication Specialist, and will be responsible for social media and other community communications. Other job description changes within the

department are only title changes. Cable franchise fees pay for all positions except for the Communication Specialist, which are budgeted General Fund expenditures. The Committee felt comfortable advancing the new organizational structure of the Communications and Technology Department to the Village Board.

5. Review and discuss the organization of the Administration & Finance Department.

Job descriptions for all Administration Department positions were provided to the Committee. Those included: Full-time (FT) Administrator/Treasurer; FT Clerk/Deputy Treasurer; FT Deputy Clerk; FT Administration Clerk III; and FT Finance Director (anticipated new title) and Part-time Administration/Finance Clerk III (proposed new position).

A request was made to upgrade the position of 'Senior Accountant/Budget Manager' to 'Finance Director'. Administrator Rindfleisch noted that this change would reflect the position description duties and requirements better, and is the direction the Village Board wished to take initially when creating the position. The positions of Administration/Treasurer, Clerk/Deputy Treasurer, and Finance Director will need to be reviewed by staff to flush out any over lapping of responsibilities. It was suggested to transfer Deputy Treasurer's responsibilities to the Finance Director. The current proposal is to have the replacement for the Administration Clerk III, following Diane Reinstad's retirement, to report to both the Clerk/Deputy Treasurer and the Finance Director as that position's supervisors for separate responsibilities, but this will also be reviewed by staff before being forwarded to the Village Board. The Committee felt comfortable advancing the new organizational structure of the Senior Outreach Department to the Village Board after staff review.

It was reported that the increased salary for the upgraded position of Finance Director has already been approved in the budget for 2016.

6. Review and discuss employment applications for Village of McFarland.

Staff presented an employment application that was taken from the internet and adapted for Village use. The Committee advises it not be used due to potential legal concerns. The Committee would like to review the employment applications used by other departments. The application should be available to be filled out on line and electronically sent in. Once an application has been drafted, it should be sent to the attorney for his legal approval.

7. Review ordinance that created the Personnel Committee and discuss the duties required of this Committee.

The Committee discussed Village of McFarland Code of Ordinances, Chap. 2, Article V, Div. 6, Sec. 2-407 that gives direction to the Personnel Committee. 'The ordinance reads as follows: Advises the Village Board on personnel policies, changes in organizational structure and classification and compensation plans.' This Committee is not responsible for assigning duties, but instead to periodically overview the structure of the organization to see that it flows properly. The Personnel Committee should be used as a sounding board for changes prior to taking changes to the Village Board.

8. Determine date and agenda items for the February, 2016 meeting of the Personnel Committee.

The next meeting is scheduled for February 1, 2016 at 6:30 p.m.

February agenda items will include:

The Committee will review the employment application the Library, the Police Department, and the Fire/EMS uses.

9. Adjournment.

Motion by Czebotar, seconded by Kolk and carried 5-0 by acclamation to adjourn the meeting at 8:01 p.m.

**Respectfully submitted,
Diane Reinstad
Administration Clerk III
& Eric Rindfleisch
Administrator**