

MINUTES
PERSONNEL COMMITTEE MEETING
Tuesday, November 14, 2023 at 6:00 PM
Personnel Committee Meeting

1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke.

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Chief Aaron Swaney, Lt.

Todd Fristed, Parks & Recreation Director Kelly Valentino, and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of Minutes for the Personnel Committee Meeting of September 12, 2023

The motion to approve the minutes of the September 12, 2023 Personnel Committee Meeting was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried.

3. Review and Discussion of Chapter IV of the Village of Jackson Employee Handbook

Administrator Keller provided an overview of what was provided in the agenda packet regarding section IV of the Village of Jackson Employee Handbook. Vacation time policy proposal was addressed, while providing the differences that were viewed between reviewed municipalities that have aged handbooks vs. municipalities that had recently made updates, and that the proposal provided fell inline with the municipalities with recent updates. Discussion commenced regarding the proposal of pro-rated timeoff benefits for part-time employees. Discussion went on provide explanation of the 2-to-1 language proposed.

No action taken.

4. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

The closed session is for the purpose of:

1. Updates to Chapter IV of the Village of Jackson Employee Handbook and Application of Same with Regard to Specific Employees

The motion to proceed into closed session, pursuant to Wis. Stats. §19.85(1)(c), was made by

Pres. Heckendorf and seconded by Tr. Emmrich. A roll vote was taken:

Pres. Heckendorf: Aye

Tr. Emmrich: Aye

Tr. Kruepke: Aye

Vote: 3 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 6:13 PM. Present in the closed session were the committee members and Administrator Keller.

5. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session

The motion to reconvene into open session was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried. The meeting commenced into open session at 6:46PM.

The motion to recommend the review and discussion of section IV of the Village of Jackson Employee Handbook to Village Board with no recommendation was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carries

6. Citizens/Village Staff to Address the Personnel Committee

None.

7. Adjourn

A motion to adjourn the meeting was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:47 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk