

MINUTES
PERSONNEL COMMITTEE MEETING
Tuesday, March 12, 2024 at 6:30 PM
Personnel Committee Meeting

1. Call to Order and Roll Call

The meeting was called to order at 6:30 PM by Pres. Heckendorf.

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

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Keller, Police Chief Ryan Vossekuil, Treasurer Darlene Smith, and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of Minutes for the Personnel Committee Meeting of January 18, 2024

The motion to approve the minutes for the Personnel Committee meeting of January 18, 2024, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Review and Discussion of Jackson Police Department Lieutenant Promotional Process

Chief Vossekuil provided background regarding the agenda item, as well as a projected timeline. Areas of material interest include benefits related to sick leave, sick leave accrual, and sick leave payout. Administrator Keller provided a background on the proposed changes provided in the agenda material.

Tr. Emmrich looked for terminology clarification of "CBU." Chief Vossekuil explained "CBU" is the appreciation for collective bargaining unit. He further went on to explain the differences between what the CBU is able to accumulate and get paid out for sick time vs. what is available to non-CBU employees. He stated he preferred to see that an employee retain what they have already earned. Tr. Emmrich expressed agreement, not wanting qualified internal applicants deterred from applying for the position by losing benefits they had otherwise earned. Pres. Heckendorf asked for clarification on numbers, going from an existing position to a lieutenant position. Chief Vossekuil provided additional information, pointing out the loss of overtime as well. The difference between lieutenant position vs. highest ranking patrol officer with overtime pay was stated to be minimal.

The motion to recommend Village Board approve the 2024 Lieutenant job posting and future off of employment to the successor lieutenant to include deviating from the Employee Handbook leave policy language and allowing up to 100% sick leave contribution from the Village upon retirement, not to exceed 1,020 hours conditioned upon the following: 1) The offer will be reduced to 960 hours should the selected candidate not have accrued more than that amount upon the date the offer is made, and, 2) The offer may be amended could the

most current CBA of WPPA JPD reduce the retirement/sick leave benefit language prior to the successor lieutenant's retirement date, if applicable, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

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. Discussing the 2024 Jackson Police Department Lieutenant Promotional Process

This item was not needed, as a decision was made in open session.

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

This item was not needed, as a decision was made in open session.

6. Citizens/Village Staff to Address the Personnel Committee

None.

7. Adjourn

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

Vote: 3 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:43 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk