

MINUTES
PERSONNEL COMMITTEE MEETING
Tuesday, May 14, 2024 at 6:15 PM
Personnel Committee Meeting

1. Call to Order and Roll Call

The meeting was called to order at 6:15 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, Parks & Recreation Director Kelly Valentino, Director of Public Works Brian Kober, Fire Chief Aaron Swaney, Police Chief Ryan Vossekuil, and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of Minutes for the Personnel Committee Meeting of April 9, 2024

The motion to approve the minutes for the Personnel Committee meeting of April 9, 2024 was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Review and Discussion of Village of Jackson Job Description Updates

Administrator Keller provided an overview of the Village of Jackson job descriptions and updates. A department-by-department review was taken by the Body.

The motion to recommend to the Village Board to approve the Village of Jackson job description updates, with corrections, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

4. Review and Discussion of Chapter V of the Village of Jackson Employee Handbook Regarding Employee Benefits

Administrator Keller provided an overview of the proposed updates, changes, and additions to Chapter V of the Village of Jackson employee handbook.

The motion to recommend to the Village Board to approve Chapter V of the Jackson Employee Handbook, and implementing the Employee Assistance Plan as soon as possible, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried.

5. Citizens/Village Staff to Address the Personnel Committee

None.

6. 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 6:33 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk