

MINUTES
PERSONNEL COMMITTEE MEETING
Thursday, August 15, 2024 at 6:30 PM

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, and Tr. Kruepke

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Fire Chief Aaron Swaney, and Clerk Jackie Schuh.

2. Approval of Minutes for the Personnel Committee Meetings of June 27, 2024, and July 23, 2024

The motion to approve the Minutes for the Personnel Committee Meetings of June 27, 2024, and July 23, 2024, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Review and Discussion of Amendments to Chapter 6 of the Village of Jackson Employee Handbook Regarding Controlled Substances and Alcohol Testing Policy, and Appendices

The motion to recommend to the Village Board to approve the Amendments to Chapter 6 of the Village of Jackson Employee Handbook Regarding Controlled Substances and Alcohol Testing Policy, and appendices, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried.

4. Side Letter Agreement with Jackson Professional Police Association - Detective Position

Pres. Heckendorf inquired if committee members in attendance were in agreement with holding an open discussion on this item. Tr. Emmrich and Tr. Kruepke both replied yes.

The motion to recommend the Village Board approve the Side Letter Agreement with the Jackson Professional Police Association for the Detective Position was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried.

5. Proposed 2025 Staffing and Wage Adjustments

Pres. Heckendorf suggested this topic be discussed in closed session.

6. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) “considering employment, promotions, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility,” and § 19.85(1)(e) “deliberation or negotiation of the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.”

The closed session is for the purpose of:

1. Reviewing the Side Letter Agreement with Jackson Professional Police Association for the position of Detective
2. Discussing information of specific employees related to Proposed 2025 Staffing and Wage Adjustments

The motion to proceed into closed session, pursuant to Wis. Stats. § 19.85(1)(c), to include the Personnel Committee, Village Administrator, and Fire Chief, 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 6:37 PM.

7. 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 reconvened in open session at 7:32 PM.

8. Citizens/Village Staff to Address the Personnel Committee

None.

9. Adjourn

The 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 7:32 PM.

Respectfully Submitted,
Jackie Schuh - Village Clerk