

APPROVED MINUTES

Personnel Committee Meeting

Tuesday, October 12, 2021 at 6:00 p.m.

Jackson Village Hall

N168W20733 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 6:00 p.m.

Members Present: Trustees Emmrich and Heckendorf.

Staff Present: Administrator Jen Keller, Fire Chief Aaron Swaney, and Administrative Assistant Tiffany Washburn

2. Approval of Minutes for the Personnel Committee Meeting of September 14, 2021

Motion by Tr. Emmrich, second by Tr. Heckendorf to approve the Personnel Committee minutes of September 14, 2021, as presented.

Vote: 3 ayes, 0 nays. Motion carried.

3. Discuss Revision Process of 2013 Adopted Employee Handbook

Administrator Keller provided an update and stated Attorneys were reviewing employment laws within the Handbook and Staff would bring an amended handbook before the committee in 2022. Discussion ensued.

4. Discuss Employee Appreciation Program

Administrator Keller provided an update and stated the Village hosts an employee welcome and appreciation luncheon during the holiday season which could incorporate gifts to recognize work anniversaries and be added to the amended employee handbook. Discussion ensued.

5. Discussion and Possible Action on Administrative Staffing Change

Administrator Keller shared details regarding the proposed part time Administrative Offices position. Discussion ensued.

Motion by Pres. Schwab, second by Tr. Heckendorf to recommend approval of Administrative Staffing Change to include one part-time employee for hiring in 2021.

Administrator Keller confirmed that the position is part-time, compensated on an hourly basis and will not include fringe benefits.

Vote: 3 ayes, 0 nays. Motion carried.

6. 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 following purposes:

- **Discussing Jackson Fire Department Staffing**

Motion by Pres. Schwab, second by Tr. Emmrich to convene into closed session at 6:18 p.m. to include the Personnel Committee, Village Administrator and the Village Fire Chief.

Roll Call Vote: 3 ayes, 0 nays. Motion carried.

7. Reconvene into Open Session

Motion by Pres. Schwab, second by Tr. Heckendorf to reconvene into Open Session at 6:41 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

8. Possible action related to the closed session, including possible Jackson Fire Department Staffing.

Motion by Pres. Schwab, second by Tr. Emmrich to direct the Village Staff, Chief Swaney and Administrator Keller, to create a Request for Proposal for a firm to perform a personnel study with regard to the Fire Department for approval by Village Board.

Vote: 3 ayes, 0 nays. Motion carried.

9. Adjourn

Motion by Pres. Schwab, second by Tr. Emmrich to adjourn at 6:43 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Tiffany Washburn
Administrative Assistant