

AGENDA
PERSONNEL COMMITTEE MEETING
Tuesday, September 13 2022 at 6:30 p.m.
Jackson Municipal Complex
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Personnel Committee Meeting of August 9, 2022
3. 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:
 - 2022 Village Administrator Performance Review
4. Reconvene into Open Session
5. Possible action related to the closed session, 2022 Village Administrator Performance Review
6. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

DRAFT MINUTES

Personnel Committee Meeting

Tuesday, August 9, 2022 at 6:00 p.m.

Jackson Community Center

N168W20330 Hickory Lane

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 Kruepke

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, and Fire Chief Aaron Swaney

2. Approval of Minutes for the Personnel Committee Meeting of July 12, 2022

Motion by Tr. Emmrich, second by Tr. Kruepke to approve the Personnel Committee minutes of July 12, 2022.

Vote: 3 ayes, 0 nays. Motion carried.

3. Jackson Fire and EMS Study Update – Public Administration Associates

Administrator Keller and Chief Swaney summarized their experience with consultants at PAA and discussed the draft report. Chief Swaney stated he learned Jackson is competitively charging for services via per capita costs for services compared to nearby fire and EMS departments.

The Committee discussed the vacant part time positions for a paramedic-firefighter, recommended Staffing changes in the department, recommended changes to wages, and a need for more data to support some of the changes within the draft report.

4. Review of Village Employee Wages

Administrator Keller stated there were calculations provided to the Committee which indicated approximately \$229,000 of additional wage expenses may be included in the 2023 draft budget to account for comparable wage adjustments and a 7% cost of living adjustment to those comparable 2021 wages.

5. 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:

- **Review data and discuss 2023 wages for Village Employees**
- **2022 Village Administrator Performance Review**

Motion by President Schwab, second by Tr. Emmrich to convene into closed session at 6:40 p.m. to include the Personnel Committee, Village Administrator Keller, and Village Treasurer Smith.

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

6. Reconvene into Open Session

Motion by President Schwab, second by Tr. Emmrich to reconvene into Open Session at 6:54 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

7. Possible action related to the closed session, including recommending approval of the proposed 2023 wages for Village Employees.

Motion by President Schwab, second by Tr. Emmrich to recommend an increase in wages up to \$5,000 per position with CPI of 7% to be added for the first year and the difference to be made up next year to the Budget and Finance Committee and Village Board

Vote: 3 ayes, 0 nays. Motion carried.

8. Adjourn

Motion by President Schwab, second by Tr. Kruepke to adjourn at 6:56 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jen Keller
Village Administrator