

APPROVED MINUTES

Personnel Committee Meeting

Tuesday, December 13, 2022 at 6:30 p.m.

Jackson Municipal Complex

N168W19851 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

President Schwab called the meeting to order at 6:30 p.m.

Members Present: Trustees Kruepke

Staff Present: Administrator Jen Keller

Excused Member: Trustee Emmrich

2. Approval of Minutes for the Personnel Committee Meeting of September 13, 2022

Motion by Pres. Schwab, second by Tr. Kruepke to approve the Personnel Committee minutes of September 13, 2022.

Vote: 2 ayes, 0 nays. Motion carried.

3. Consideration of Health Insurance Opt-Out Stipend Policy Recommend VB approve 20 policy rounded to nearest 25 dollars

Motion by Pres. Schwab, second by Tr. Kruepke to recommend the Village Board approve a health stipend for eligible employees in an amount equal to 20 percent of the Village's portion of an employee's annual health benefit premium, rounded to the nearest \$25.

Vote: 2 ayes, 0 nays. Motion carried.

4. Review of Employee Handbook – Chapter 4 Leave Policies

Motion by Pres. Schwab, second by Tr. Kruepke that the personnel committee recommend the Village Board adopt a policy whereby employees earn an additional day of vacation after a year of service.

Vote: 2 ayes, 0 nays. Motion carried.

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 of Employee Handbook Chapter 4 Leave Policies and Application of Same with Regard to Specific Employees**

Motion by Pres. Schwab, second by Tr. Kruepke to convene into closed session at 6:43 p.m. to include the Personnel Committee and the Village Administrator.

Roll Call Vote: 2 ayes, 0 nays. Motion carried.

6. Reconvene into Open Session

Motion by Pres. Schwab, second by Tr. Kruepke to reconvene into Open Session at 6:55 p.m.

Vote: 2 ayes, 0 nays. Motion carried.

7. Possible action related to the Closed Session

Motion by Pres. Schwab, second by Tr. Kruepke to direct the Administrator to create a policy whereby employees can earn a maximum of 28 days of vacation.

Vote: 2 ayes, 0 nays. Motion carried.

8. Adjourn

Motion by Pres. Schwab, second by Tr. Kruepke to adjourn at 6:57 p.m.

Vote: 2 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jen Keller
Village Administrator