



# VILLAGE OF OREGON

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*Wisconsin*

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Pursuant to Section 19.84, Wisconsin Statutes, notice is hereby given to the public by the Chair of the Public Safety Committee, that the following meeting will be held:

Meeting:	Finance and Personnel Committee	Date:	Monday, September 26, 2022
Location:	Village Hall; 117 Spring Street	Time:	6:00 PM

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Note: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Village Clerk at (608) 835-3118, 117 Spring Street, Oregon, Wisconsin, at least twenty-four (24) hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

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## MEETING MINUTES

- 1) Call to Order.  
Chair Jenna Jacobson called the Finance & Personnel Committee meeting to order at 6:05 p.m. on Monday, September 26, 2022.
- 2) Roll Call.  
Present: Derek Below, Jenna Jacobson, and Michael Wunsch  
  
Also Present: Village Administrator Martin Shanks, Finance Director Lisa Novinska, Chief of Police Jennifer Pagenkopf, and Village Clerk Candie Jones.
- 3) Business (Items are for Discussion and Possible Action).
  - a) Update on Village Administrator performance review process.  
Jacobson referenced the memo dated 09-26-2022 and the Performance Evaluation provided in the packet of information. She reported that she has sent the Performance Evaluation to department heads and asked them to provide their feedback. She noted they have until Monday, October 17, 2022. She will gather the feedback and present it at a future Finance & Personnel Committee.
  - b) Review draft Employee Handbook updates.  
The members had a general discussion about the draft Employee Handbook. They decided the best process approach would be:
    1. Village staff will complete a comprehensive review by the Finance & Personnel January 23, 2023 meeting.
    2. Finance & Personnel Committee review at their January 23, 2023 meeting.
    3. Village attorney review.

4. Provide draft handbook to all employees and conduct at least three (3) different meeting times where employees can provide comments or input on the handbook. Dates for the meetings will be discussed after legal counsel has completed their review.

Wunsch mentioned listing the grievance procedure and Family Medical Leave Act (FMLA) procedure as appendixes. He further suggested implementing a procedure for employees to follow if they are being harassed by a member of the public.

Wunsch noted he believed the grievance procedure should be a “just cause” process rather than an “arbitrary” process.

Shanks will ask department head staff about times they believe would allow employees to attend meetings to discuss the handbook.

5. Future agenda items.  
There were no future items discussed.

- 4) Adjournment  
**Wunsch moved, seconded by Below to adjourn the Finance & Personnel Committee meeting at 6:26 p.m. on Monday, September 26, 2022. Motion carried 3-0.**

Submitted by,

Candie M. Jones  
Village Clerk

Members: Jenna Jacobson (Chair), Derek Below, and Michael Wunsch.