

Personnel Committee Meeting
Wednesday, December 13, 2023
Minutes

Present: J. Chapman, S. Conquest, T. Kinczkowski, L. Lavey

Meeting began at 5:00 pm

Agenda:

- 1) Clerk Job Description
- 2) Personnel Manual update

Options for the proposed job posting for the clerk's position were reviewed. It was agreed that anyone from the Village interested in the position should go through the same process as outside applicants. The job will be posted on Indeed.

Longevity awards were discussed briefly. It was uncertain how this might affect the police side due to the Union contract. All agreed there is no hurry in deciding whether to offer this or not.

Maternity/Paternity leave was discussed. Would like to take this to Council in January. The Village's short-term disability covers 66-2/3% of an employee's weekly pay. Lavey wants to know what affect adding a maternity/paternity leave would have on our premiums. Attempts to contact our insurer have so far been unsuccessful. It was suggested that the Village could cover the 30% difference for up to six weeks for paternity leave and up to twelve weeks for maternity leave.

Meeting adjourned at 6:30 pm

Personnel Committee Meeting
Wednesday, January 3, 2024
Minutes

Present: J. Chapman, S. Conquest, L. Lavey

Absent: T. Kinczkowski

Meeting began at 5:00 pm

Agenda:

- 1) Review of Applications for Clerk Position
- 2) Review of Applications for Finance Officer/Treasurer

Applications have been received for both the clerk position and the officer/treasurer position. Personnel Committee reviewed the applications and chose those considered the most likely candidates for interview.

Lavey will send the chosen applications to Kinczkowski for review. Interviews will be set up starting next week.

Meeting adjourned at 6:30 pm

**IT Committee Meeting
Monday, January 8, 2024
Minutes**

Present: J. Chapman, J. Garrison, T. Kinczkowski, B. Matson, J. Spencer, L. Lavey

Meeting began at 6:00 pm

Agenda:

1) Review of IT Company Presentations

Those who attended the IT Company presentations in December were asked to choose their four favorites. It was determined that XO Cyber and Brightline IT were the top two companies favored.

After discussion about what each company offered, it was decided that some clarification is necessary before a final determination can be made as to which company would be the best fit for the Village.

Lavey will contact the two companies and set up conference calls later this week.

Meeting adjourned at 6:40 pm