

**PERSONNEL COMMITTEE MEETING
FEBRUARY 27, 2007**

Chairman Linda Melton called the meeting to order at 7:36 P.M.

Trustee members present: Rick Anderson, Jill Miller, Tad Whitchurch, Lori Laye, Sally Hollembeak

Also, present: President Claeysen, Nancy Belt, David Nord, Joe Caveny, Attorney Jim Stevens, Chief Maitland

Linda Melton so moved to adopt the agenda with deleting executive session and add public works pay scale. Sally Hollembeak seconded. Motion carried by voice vote.

Linda Melton so moved to approve the January 23, 2007 minutes. Lori Laye seconded. Motion carried by voice vote.

NEW BUSINESS

Linda Melton recommended amending *Sec. 2-33 Committees* in the ordinance book with adding the list of standing committee meetings with no meeting times. It was the consensus of the committee to send this to the March ordinance committee meeting and have Attorney Jim Stevens draft an ordinance.

Joe Caveny presented the committee with copies of the Illinois Department of Employment Security Wage Data as of 2006, and also 2007 – 2008 Salary Ranges per Job Description. After further discussion Linda Melton asked the committee to review this information provided by Joe Caveny and continue discussion at the next schedule meeting.

UNFINISHED BUSINESS

Linda Melton informed the committee that the proposed changes to the employee handbook will be forwarded to Attorney Stevens. Linda said that if it is necessary she will schedule extra personnel meetings in order to complete the handbook.

Linda Melton so moved to adjourn at 7:53 P.M. Sally Hollembeak seconded. Motion carried by voice vote.

Recorded by: Village Clerk, Nancy L. Belt

Personnel minutes approved by Chairman Linda Melton