

**PERSONNEL COMMITTEE MEETING
JANUARY 23, 2007**

Chairman Linda Melton called the meeting to order at 7:40 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

Rick Anderson so moved to adopt the agenda. Lori Laye seconded. Motion carried by voice vote.

Linda Melton so moved to approve the December 18, 2006 minutes. Sally Hollembeak seconded. Motion carried by voice vote.

UNFINISHED BUSINESS

Linda Melton informed the committee that the employee handbook is now being reviewed by Lori Laye, and the final step will be for me, Attorney Stevens and President Claeysen to review the changes. Linda said she will place the handbook on the February personnel agenda.

PRESIDENT'S REPORT

President Claeysen stated that he was reviewing the current ordinance on standing committees and it does not define the dates and times. President Claeysen suggested including the dates and times in the current ordinance *Sec. 2-33 Committees* or adopts a resolution. President Claeysen stated that the village clerk does post notice of regular meetings schedule – Date, Time, and Location at the beginning of the fiscal year, and gives the media and anyone requesting notice.

Linda Melton suggested creating a handbook “trustee guidelines”. The handbook would include budget calendar, state statues, regular/standing committee meetings, etc. Linda Melton and Nancy Belt volunteered to work on the handbook.

NEW BUSINESS

Linda Melton so moved to go into executive session for the purpose of discussing personnel at 7:52 p.m. Lori Laye seconded. A roll call vote was taken. Linda Melton, Rick Anderson, Jill Miller, Tad Whitchurch, Lori Laye, Sally Hollembeak

Linda Melton called the meeting back to order at 8:44 P.M. Village Clerk, Nancy Belt called the roll: Linda Melton, Rick Anderson, Jill Miller, Tad Whitchurch, Lori Laye, Sally Hollembeak

Linda Melton so moved to adjourn at 8:45 P.M. Sally Hollembeak seconded. Motion carried by voice vote.

Recorded by: Village Clerk, Nancy L. Belt
Personnel committee minutes approved by Linda Melton