

**PERSONNEL COMMITTEE MEETING  
JUNE 27, 2011**

Chairman David Schroeder called the meeting to order at 8:04 P.M.

Trustee members present: Scott Kramer, Stephen Appell, Gary Maitland, Sally Hollembeak, JoAnn Hudson,

Also present: President Claeysen, Nancy Belt, David Nord, Joe Caveny, Chief Todd Houde

David Schroeder moved to adopt the agenda. Stephen Appell seconded. Motion carried by voice vote.

David Schroeder so moved to approve the minutes of April 26, 2011. Stephen Appell seconded. Motion carried by voice vote.

**REVIEW EMPLOYEE HANDBOOK**

David Schroeder and committee reviewed the employee handbook as revised April 20, 2007.

Tuition Assistance Program – add signature form

Vacation Plan – add language: by department heads

Life/Disability Insurance – review life policy dollar amount

David Schroeder asked the committee to please e-mail him with any additional revisions. The committee will review the revisions at the next scheduled meeting.

**INSURANCE DEDUCTIBLE INFORMATION**

David Schroeder presented the committee with Michele Kimes updated claims analysis from May 31, 2011 – June 15, 2011. (see attached sheet)

David Schroeder moved to adjourn at 8:20 pm. Stephen Appell seconded. Motion carried by voice vote.

Recorded by: Village Clerk, Nancy L. Belt

Chairman, David Schroeder approved the minutes on \_\_\_\_\_