

**PERSONNEL COMMITTEE MEETING
NOVEMBER 22, 2005**

Chairman Linda Melton called the meeting to order at 6:47 P.M.

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

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

Linda Melton so moved to adopt the amended agenda:

New business: #1 public works employee; #2 insurance. Sally Hollembeak seconded. Motion carried by voice vote.

Linda Melton so moved to approve the October 25, 2005 minutes. Sally Hollembeak seconded. Motion carried by voice vote.

EMPLOYEE HANDBOOK: Linda Melton reported that she is working on cutting and pasting the different handbook revisions so she can review them with Jim Claeysen. Linda said she hopes to have a finished copy by the end of December 19th if there's a personnel meeting.

Jill Miller stated "we approved the minutes of October 25 and I did not receive any minutes". Linda Melton said the minutes were taken in executive session. Nancy Belt was asked to type minutes for October 25 from the notes presented.

PUBLIC WORKS EMPLOYEE: Linda Melton presented Joe Caveny's memo dated November 22, 2005, extending an offer to Mr. Matthew Fread for the position of maintenance worker.

Linda Melton so moved to send to the board to hire Mr. Matthew Fread at the beginning salary of \$12.00 per hour, starting December 5, 2005 in the public works department for the position of Maintenance Worker I. Rick Anderson seconded. Motion carried by voice vote.

INSURANCE: President Jim Claeysen stated that he reviewed the spread sheet today for the Blue Cross Blue Shield plan, and is working with David Nord on the draft letter to send out to the employees the first of December. These are the numbers that were discussed at personnel last month.

PRESIDENT'S REPORT: No report

DEPARTMENT HEAD'S REPORT: No reports

Linda Melton so moved to go into executive session to discuss personnel. Sally Hollembeak seconded. Time: 6:54 P.M.

President Claeysen asked the committee to amend the agenda to allow Mr. Appell to address the committee.

Sally Hollembeak so moved to amend the agenda adding Mr. Appell. Linda Melton seconded. Motion carried by voice vote.

Linda Melton withdrew her motion for executive session. Sally Hollembeak withdrew her second.

Mr. Appell stated that a former resident Mr. Franklin Johnson is asking the board if they would accept a check in the amount of \$500.00 to restore the Interurban Depot. Mr. Appell said he would like the funds to be used to have the cedar wood removed and have the bricks restore.

Linda Melton so moved to send to the board to accept Mr. Franklin Johnson's gift of \$500.00 for the interurban depot. Lori Laye seconded. Motion carried by voice vote.

Linda Melton so moved to go into executive session to discuss personnel. Tad Whitchurch seconded. Motion carried by voice vote. Time: 7:01 p.m.

Linda Melton called the meeting back to order at 7:34 P.M. Village Clerk, Nancy L. Belt called the roll: Linda Melton, Sally Hollembeak, Rick Anderson, Jill Miller, Tad Whitchurch, Lori Laye

Linda Melton so moved to send to the board Chief Gary Maitland's police department holiday/vacation time: "because of recent staffing problems stemming from illnesses and one sergeant scheduled for 10 weeks of training beginning in February"

Holiday Time: Officers receive holiday time on the books in lieu of holiday pay, and must be used by the end of the fiscal year or it will zero out on May 1st

Vacation Time: Village-wide policy places a ceiling of 200 hours that can be held on the books at one time, any vacation time that accumulates after an officer has 200 hours on the books is suppose to be deleted and lost to the officer.

Motion continued: "to waive the zeroing out of holiday time on May1 2006 and extend that to May 1, 2007," and accept the request that this 200 hour ceiling be extended to 250 hours through December 31, 2006; it would return to 200 hours on January 1, 2007."

Sally Hollembeak seconded. Motion carried by voice vote.

Linda Melton so moved to adjourn at 7:36 p.m. Sally Hollembeak seconded. Motion carried by voice vote.

Respectfully submitted: Village Clerk, Nancy L. Belt

