

**Personnel Committee
Meeting Minutes
Monday, March 17, 2014, 5:00 p.m.**

Present: Jerry Filut- Chair, Tami Pollnow, Tom Roanhouse and Glen Collins

Excused: Linda Laib

Also present: Rebecca Ewald, Barb Messick, Rick Mueller

Filut called the meeting to order 5:00 p.m.

Collins moved and Pollnow seconded to approve the February 17, 2014 minutes. Motion carried.

Chief Mueller started with the Village on 2/24. He requested that no part time employee reviews be performed by the end of first quarter 2014. A review would be conducted for the one full time employee, Dan Divan. Rick Huening is recommended to draft the forms for Divan's review, reviewing the information with both Chief Mueller and the Administrator, prior to conducting the review. In addition, he requested the Committee consider allowing him some time to develop an annual review process specific to fire and rescue that will meet his needs for the department. Mueller noted that he would like to implement a new review process in 2015. Currently there is not an organizational structure established with the appropriate training to accomplish a process he would like to see implemented. He will need some time to create the foundation he needs to implement the process. Pollnow moved to approve the request to not complete part time employee evaluations, conducting Divan's review in the manner suggested with a new policy for fire and rescue evaluations implemented in 2015. Collins seconded. Motion carried.

Mueller departed the meeting at 5:10 p.m.

The Committee reviewed a draft policy for Facebook. Messick recommended that if a statement was removed, a screen shot of the statement be required prior to the removal. The Clerk should be involved in the process to archive comments removed. Messick also noted that a screen shot be taken on a more frequent basis and stored accordingly. The Committee requested to have the Village's personnel counsel review a redlined copy of the personnel manual amendment and Facebook policy. If there are changes recommended by the attorney, the policy should come back first to the Committee for review prior to being discussed with staff. Pollnow moved to table the item for the Administrator to provide the policies to the personnel counsel and report to the Committee. Collins seconded. Motion carried.

Messick departed the meeting at 5:22 p.m.

The Commission reviewed the hiring policy and procedure. The policy reflects the template utilized for the last hiring process with the revisions requested by the Committee. It was noted that the Fire and Police Commission develop their own policies for hiring, similar to the hiring process for the Fire Chief. Pollnow moved and Collins seconded to adopt the hiring policy. Motion carried.

The Committee reviewed the letter requesting negotiations. The Committee advised the Administrator to notify the Teamsters that the Village has received a letter, identify a few dates in the first two weeks of May to have a meeting and requesting the Union's proposal be submitted to the Village in writing not less than 10 days prior to the meeting scheduled. The Committee requested the Administrator not respond to Central States as this time. The Committee requested the Administrator to relay that the Village mistakenly continued to deduct dues, but will not longer be able to deduct dues in accordance with Act 10.

The Committee congratulated Filut on his appointment to the Village Board. Filut was recently approved to fill the vacancy of Joseph Scheele on the Village Board. The Village ordinance specifies that two Personnel Committee members also be Village Board members. The Village Attorney has advised that due to the short notice and period of

time between now and the new appointments, moving forward with the existing committee composition is ok, but should be modified to reflect only two trustees after the April appointments. In April the President will provide a list of appointments for the 2014-2015 year. The Committee considered requesting the Village Board modify the ordinance to not require a specific number of trustees.

Collins moved and Roanhouse seconded to adjourn into closed session for the purpose of considering discipline of a village employee pursuant to 19.85(1)(b), considering performance evaluation data of a village employee pursuant to 19.85(1)(c), and considering disciplinary data of specific persons and preliminary consideration of specific personnel problems pursuant to 19.85(1)(f) by roll call vote:

Collins – aye Filut – aye Pollnow – aye Roanhouse – aye

The Committee adjourned into closed session at 6:33 p.m. to discuss specific personnel disciplinary matters.

Pollnow moved and Collins seconded to reconvene into open session 7:15 p.m.

Roanhouse moved Collins seconded to adjourn at 7:15 p.m.

Respectfully submitted,

Rebecca Ewald
Village Administrator