

VILLAGE OF FOOTVILLE
HEALTH AND HUMAN RESOURCES COMMITTEE
THURSDAY, JANUARY 29, 2026

MINUTES

1. The January 29, 2026, meeting of the Health and Human Resources Committee was called to order by Chairperson Nichole Conaway at 4:00 pm. Committee members present: N. Conaway, N. Beal, D. Harnack, and J. Thomson
2. **Review Employee Disciplinary Process:** N. Conaway presented a layout of the disciplinary step process along with examples of how each step should be documented. Discussion was had regarding each step of the process and updates to be made to the document. The need to update the employee handbook was also discussed. Changes to the disciplinary process document will be brought back to the next HHR Committee meeting.
3. **Review current Employee Agreements:** Employee agreements need to be created for all positions to specify wages, benefits, hours, and other hiring requirements needed based on the position. The Committee also discussed employee evaluations. They agreed that the whole board should complete employee evaluations.
4. **Adjournment:** Motion to adjourn by D. Harnack, 2nd by N. Conaway. Meeting adjourned at 5:25 pm.

Submitted by Stacy Neal
Village Clerk/Treasurer