

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, January 8, 2025
(Approved Version)

Agenda Item No. 1. Call to Order

The January 8, 2025 meeting of the Personnel Committee was called to order by Chair Louise Howson at 11:05 A.M.

Agenda Item No. 2. Roll Call

Present: Chairperson Howson and members Nate Bell and Lilly Orozco.

Staff: Village Administrator Julie Schmelzer and Clerk Heidi Teich

Agenda Item No. 3. Approval of the Agenda

A motion was made by Bell, seconded by Orozco that the Agenda for the January 8, 2025 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes

A motion was made by Bell, seconded by Orozco to approve the minutes of the December 17, 2024 meeting of the Personnel Committee as presented. Motion carried – all ayes.

Agenda Item No. 5. Comments, correspondence, and concerns from the public

No correspondence was received for this meeting and no additional comments were shared.

Agenda Item No. 6. Discussion/Action Items

a) Personnel Committee Bylaws

The committee proposed language for bylaws specific to the personnel committee at a prior meeting, and that language was included in the packet for additional discussion at this meeting. During discussion, the committee agreed that item no. 2 should be revised as follows (bolded text added):

*2. Review and establish employee recruiting, hiring, and retention procedures, including review of resumes, observation of interviews of department heads by a member of the committee (typically the Chair) **or their designee**, and above, and participating in all Department Head Exit Interviews.*

It was decided that item no. 4 of the proposed bylaws be amended as follows:

*4. Develop, approve, **review** and ~~annually~~ **annually, as needed.** update personnel policies in the Personnel Handbook*

Regarding the proposed updates to the committee description, the committee determined that item (b) will need to be discussed further after the Personnel Handbook is reviewed and a final procedure for addressing grievances is set. It was clarified that the only time the board would be the first contact in a grievance would be if the grievance was with the administrator. All other grievances will be addressed by the supervisor, if among general employees, or the administrator, if the complaint is with the immediate supervisor.

The committee discussed their authority regarding requests for new positions, as set forth in item (c) of the committee description. They agreed that any recommendations that come from their review should be referred to both the Finance Committee and the Board of Trustees, and that language should be added to the committee description.

b) Personnel Handbook

Schmelzer prepared a tentative draft of the Personnel Handbook which was included in the meeting packet for the members to review. She explained that after this committee has agreed on a good draft, it will be reviewed by the HR consultant for legal issues.

During the review of Schmelzer's edited handbook proposal, the committee determined that the following changes be made:

- "Stand-by Duty" shall be removed completely.
- Compensation for "Call Back" shall only be offered for weekends (Friday, Saturday, Sunday) and holidays. In the event the scheduled On Call employee is not able to report and another employee covers that duty, the responding employee shall be entitled to the Call Back pay.
- The maximum accumulation cap on Compensatory Time shall be no greater than 80 hours.
- The offer of a Flexible Spending Account option shall be removed completely.
- Payments in lieu of benefits for employees who are Medicare-eligible shall cease as of December 31, 2025.

Additional research on the legality of requiring medical examinations and drug testing will be done. Schmelzer will also research the current social media laws to ensure that the handbook contains the most relevant information. In a future draft of the Personnel Handbook, Schmelzer will also provide a hierarchy to follow regarding employee terminations for the committee to review.

In reviewing the Grievance Procedure in the draft handbook, the committee requested that the first paragraph of item no. 4 conclude with the following (bolded text added):

"...in such case the 7 workday filing may not be possible and a special exception may be made by the Administrator, or Personnel Committee Chair, if the matter has been referred to them."

Discussion on the proposed Personnel Handbook will continue at a future meeting.

c) Update: Code Compliance Officer

An offer has been extended, and approved, to hire Carla Heck, a resident of Ephraim, for the Code Compliance Officer position. Ms. Heck will begin work on March 17, 2025.

Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee, official or employee.

It was the consensus of the committee that the following items be addressed at a future meeting:

- Continued discussion on revisions to the Personnel Handbook
- Discussion on new formats for general staff, supervisor/department head and administrator performance evaluation forms
- The Personnel Review of the Village Administrator shall be referred to the Village Board for their January meeting.

Agenda Item No. 8. Next Meeting Date

The next regular meeting of the Personnel Committee will take place on Wednesday, January 29, 2025 at 2:00 P.M.

Agenda Item No. 9. Adjourn

A motion was made by Orozco, seconded by Bell to adjourn the January 8, 2025 meeting of the Personnel Committee at 12:50 P.M. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich
Village Clerk