

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, February 5, 2025
(Approved Version)

Agenda Item No. 1. Call to Order

The February 5, 2025 meeting of the Personnel Committee was called to order by Chair Louise Howson at 2:33 P.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 Orozco, seconded by Bell that the Agenda for the February 5, 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 January 8, 2025 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 further revisions were made at the January committee meeting. The most current revisions were included in the meeting packet for review, although they are still waiting on a final draft of the Personnel Handbook so that can be referenced properly in these committee bylaws.

Schmelzer informed the committee that she had heard from the HR consultant yesterday regarding updates to the Personnel Handbook. Schmelzer will forward the suggested draft from the consultant immediately following this meeting and asked if the committee would like to meet in the next week to discuss suggested changes. The committee agreed to review the material Schmelzer will forward and set a follow-up meeting.

It was the consensus of the committee that the following change be made to the proposed Personnel Committee Bylaws, which will then be forwarded to the Village Board for approval:

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 participation in all Department Head Exit Interviews.

b) Review Personnel Evaluation Forms

Howson had requested that the current village staff evaluation forms be revised and made more specific to employee roles. Schmelzer provided examples of the forms available in the meeting packet and noted that the forms were most recently revised in 2023.

The committee discussed the four separate forms provided and suggested several revisions including:

- Ensuring that each form has an appropriate title
- Including a check box on the form currently titled "Optional New Employee Performance Appraisal" to indicate if it is being used as a 90-day or Annual Review
- Adding more space to reviewers to add comments and suggestions for improvement, particularly on forms that are provided in PDF form
- Revising the scoring scale on general staff forms to remove the word "Greatly" from "Greatly Exceeds Expectations" and adding an option to choose N/A
- Revising the scoring scale on the administrator evaluation form to reduce the number of scoring choices to six as follows: 1- Unacceptable 2- Needs Improvement 3- Achieves/Meets Expectations 4- Exceeds Expectations 5- Outstanding/Excellent 6 - N/A
- Revising the item which reads "Relationship with Peers and Public" to two separate questions on the administrator evaluation form
- Revise the signature line on the administrator evaluation form completed by trustees to read "Trustee Signature" rather than "Supervisor Signature"
- Add a signature line for employees to sign the Employee Review of Administrator form

Schmelzer took note of the suggested revisions and revised drafts will be presented at a future meeting for further review.

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
- Review revised drafts of evaluation forms

Agenda Item No. 8. Next Meeting Date

A special meeting of the Personnel Committee has been scheduled for Wednesday, February 12, 2025 at 11:00 AM.

The next regular meeting of the Personnel Committee has yet to be determined.

Agenda Item No. 9. Adjourn

A motion was made by Orozco, seconded by Bell to adjourn the February 5, 2025 meeting of the Personnel Committee at 3:17 P.M. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich
Village Clerk