

SISTER BAY PERSONNEL COMMITTEE
Monday, March 31, 2025
Via ZOOM

Present: Chairperson Howson and members Nate Bell and Lilly Orozco.
Public: Karen Berndt; Laurel McDermott

At 2:02PM Chair Howson called the meeting to order and took roll call
Motion to approve today's meeting agenda
Lily made the motion. Nate seconded. All Ayes

Motion to approve minutes from the February 12, 2024 and February 18, 2024 Personnel meetings.
Nate made the motion. Lily seconded. All Ayes

No correspondence
No comments from the public

The Committee reviewed and discussed the current draft of the Employee Handbook. After much discussion the Committee made some amendments to the current draft. Lily motioned to make a recommendation to the Sister Bay Village Board for the adoption of the Employee Handbook, as amended.

Bell seconded the motion. All Ayes

The Committee reviewed and discussed the current job description for the Administration Department Administrative Assistant. There was a discussion regarding Committee members speaking individually with the Village Administrator, Janal Suppanz, and other Administration office staff to get feedback regarding their current workload and office processes. It was decided that members would attempt to schedule time with staff members if it did not interfere with their daily work plan.

Items for future agenda:
Updated Employee Evaluation forms

A motion was made by Orozco, seconded by Bell to adjourn the March 31, 2025 meeting of the Personnel Committee at 3:05 P.M. Motion carried – all ayes.

Submitted by,
Louise Howson