

Finance and Personnel Committee Meeting Minutes
Tuesday, August 24, 2010

Present: Roger Hillebrand, John Le Fay, Jim Schmitz, and Bonnie Wilcox

1. Bonnie called the meeting to order at 5:35 pm.
2. The minutes from the July 27 meeting were accepted as presented with a typo correction.
3. Old Business
 - Virchow Krause Report Implementation will be discussed at a later date
 - Job Descriptions
We received the job descriptions for the administrative personnel and will review them for the next meeting.
 - Employee Handbook
We each had a copy of the handbook with 'at will' still included. Once that part of the policy has been changed, we will begin to review the new version.
4. New Business
 - Discussion of 2011 Targets for the Budget
We discussed the viable targets and agreed that we would set a 1% to 2% target for all departments.
 - Proposed Complaint Form
We reviewed the proposed complaint form and voted (John made the motion; Jim seconded it) to try it for 30 days. We'd like to use colored paper for it so that it will be different from the current form. We made the following changes
 - Remove the phrase "Use Separate Form" after Police in the *Referred to Department* Box. Whoever takes the complaint at the Village Hall can send the person to the police department for that form.
 - Include a box for "Complaint Unfounded" in the second box under Office Use Only.
 - The form can only be used by adults (18 or older)
 - Anonymous complaints will be accepted, but obviously there will be no response to the person who files.
 - The complaint will be referred to the department which will have 30 days to respond. If there is need for the complaint to go to the Administrator, that person will have 30 days to respond.
 - Once the new website is up, we want the complaint to be downloadable from the site.
5. The meeting with the police union was postponed at their request..
6. Next Meeting
The next committee meeting will be Tuesday, September 28 at 5:30.
7. The meeting was adjourned at 6:45 pm

Respectfully submitted,
Bonnie Wilcox