

Finance and Personnel Committee Meeting Minutes
Monday, February 22, 2010

Present: Roger Hillenbrand, John Le Fay, April Little, Jim Schmitz, and Bonnie Wilcox

1. Bonnie called the meeting to order at 5:35 pm.
2. John moved that the minutes be accepted as presented. Jim seconded the motion. Motion carried
3. Discussion of Policy Handbook
April and Bonnie met with JoAnn Hart of Stafford Rosenbaum to discuss the Personnel/Policy Handbook which we have been revising. JoAnn had several points that she wished us to consider.
 - FMLA
Since we only have 22 employees at this time, we are not required to adhere to the Federal or State guidelines. The Federal law is for businesses with 50 or more employees while State law is for 25 or more employees. She suggested that we not specifically say that we will adhere to the Federal or State law, but to write our policies to meet the same requirements. However, in our discussion at the committee meeting, we decided that we should consider keeping the state requirements since we are so close to the minimum number. We will check this with JoAnn.
 - *At Will vs Just Cause*
JoAnn doesn't understand why the village chooses to be a *Just Cause* Employer as opposed to an *At Will* Employer. As she explained the various nuances of the two choices, it became clear that we didn't understand the *At Will* process. Although *At Will* sounds as though an employee could be fired for any reason without any discussion, this is not true. *At Will* means that an employee can only be fired for violating policy, procedures, or committing a criminal act. *Just Cause* means that a formal procedure must be followed although the reasons for the decision to fire someone are the same. With *Just Cause*, we could possibly be sued because we didn't follow the proper steps even though the reasons for the termination were correct. We will have to discuss this with the full board in more depth, but it does appear that we haven't understood the concepts. JoAnn will send us a letter that will explain more carefully and fully both concepts.
 - Some of the sections are directed toward supervisors and will be removed from the employee handbook and put into a supervisor handbook.
 - We should make references to the state law that is governing our policies rather than giving a summary of the law. This would cover several sections and will be revised accordingly.
 - After revisions have been made the handbook will be given to the full board to review.
4. Succession Planning
 - We need to begin finding out what the supervisors do and what is expected of them. It is possible that a community representative might be in a better position to interview supervisors about their duties. This will require more discussion.
 - We need to develop a hiring protocol so that all will know the steps we intend to follow to add employees or replace employees.
5. Next Meeting
The next meeting will be March 22, 2010 at 5:30 pm.
6. At 7:15 pm Jim moved to adjourn; John seconded. Meeting was adjourned.

Respectfully submitted,
Bonnie Wilcox