

**VILLAGE OF NORTH PRAIRIE  
PERSONNEL AND POLICY COMMITTEE  
October 27, 2016 at 6 PM  
NORTH PRAIRIE VILLAGE HALL- [130 N HARRISON ST.](#)**

Meeting Called to Order [at 6:05 pm.](#)

Roll Call committee members Connie Pasierb, Susan Lutz, and Chair Amber Pellegrino present.

Meeting minutes from September 2, 2016 approved. Trustee Lutz made motion Trustee Pasierb second, and carried.

A. Pellegrino lead discussion re: Return-to-Work policy for the Village was reviewed by R&R insurance agent Paul Lessila. updated documents provided, reviewed and accepted by the committee members present. Updated policy envelope will be requested from the insurance carrier as part of the benefit offered by our agent. Motion made to have policy submitted for board approval at the November meeting. All department heads and trustees should receive a copy of the revised documents for information prior to the meeting. It is the committee recommendations that the policy become effective upon board approval. Next steps discussed for Employee/ Volunteer education and implementation.

C. Pasierb lead discussion re: annual timeline, task and measurement tool. Goal is to provide DPW department head with education in December 2016 and go live in January 2017.

S. Lutz presented Additional safety program information regarding OSHA monthly emails that employees can review and sign on as a part of their monthly safety education. Goal for employee education anticipated for December 2016 and training program to begin in 2017. Details re: time and compensation for program to be further discussed.

Motion to adjourn made at 7:11 by C. Pasierb, with second by S. Lutz, and carried.

Respectfully submitted by Amber Pellegrino, Chair