

**VILLAGE OF NORTH PRAIRIE  
PERSONNEL AND POLICY COMMITTEE MEETING MINUTES  
OCTOBER 27, 2021 at 6:30 PM  
NORTH PRAIRIE VILLAGE HALL- 130 N HARRISON ST.**

Call to Order at 6:00pm.

Roll Call those present Amber Pellegrino, Chair and Debbie Hall, Member.  
Absent John Heintz Taylor, Member

Debbie Hall motion to Approve the August 5, 2021 minutes as submitted. Amber Pellegrino second. Motion passed.

Action taken regarding Creation of job posting for a full-time Village Clerk included: review of presented job description, interview questions and job description.

Debbie Hall will revise presenter document to more accurately represent the position the village is seeking to fill.

Timeframe for revisions, posting through hire was determined. Position to be posted by January 1, 2022.

Budgeted pay range was established and pay range will be recommended for posting.

Specific position benefits will be added and will be verified by Amber Pellegrino. Amber Pellegrino will also send communication requesting the finance comity review the health insurance benefit and funding of a city sponsored policy to be included in benefit package to remain competitive in the industry.

Discussion was held with regards to schedule and potential to accommodate qualified candidates and offer flexibility.

Posting of the position was discussed and will include municipal specific web cites and publications, social media cites and postal/ flyer solicitation, funding dependent.

Comity will meet on November 17<sup>th</sup> at 5:30 p.m. and December 2<sup>nd</sup>, at 5:30 p.m.

Motion to adjourn made by Amber Pellegrino at 7:29 second by Debbie Hall. Motion carried.

October 28, 2021  
Amber Pellegrino, Chair  
Debbie Hall, Member  
John Heintz Taylor, Member

Sent from my iPad