

**PERSONNEL AND POLICY COMMITTEE MEETING MINUTES**  
**NOVEMBER 17, 5:30PM**  
**NORTH PRAIRIE VILLAGE HALL- 130 N HARRISON ST.**

Call to Order at 6:07pm.

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

Debbie Hall motion to Approve the October 14,2021 minutes as submitted. Amber Pellegrino second. Motion passed.

Action taken regarding Creation of job posting for a full-time Village Clerk included: review of open Clerk job postings/descriptions, salaries and benefits packages.

Debbie Hall will create a description to use as ur posting to more accurately represent the position the village is seeking to fill and benefits package we have to offer.

Timeframe for overall hire process was revised and will a fluid timeline with multiple revisions anticipated. Position to be post date was revised.

Budgeted pay range was established, and pay range of local municipalities to determine market support for position. Range will be recommended for posting.

General position benefits will be added to the job posting and were verified by village clerk. Clerk provided on health insurance, disability insurance, pension plan, PTO, and holiday pay benefits information.

Discussion was held with regards to schedule and potential to accommodate qualified candidates and offer flexibility as well as increase online access for residence.

Posting of the position was decided and will include municipal specific web cites and publications, social media as a secondary option.

Comity will meet next on 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.

November 23, 2021  
Amber Pellegrino, Chair  
Debbie Hall, Member  
John Heintz Taylor, Member