

MEETING MINUTES

VILLAGE OF NORTH PRAIRIE PERSONNEL AND POLICY COMMITTEE

February 9, 2022 at 5:00 PM

NORTH PRAIRIE VILLAGE HALL- 130 N HARRISON ST.

Call to Order at 6:04

Present : Amber Pellegrino, Chair Debbie Hall, Member

Absent: John Heintz Taylor, Member

Debbie Hall made motion to Approve the January 19, 2022 minutes as written.

Amber Pellegrino second.

Discussion held regarding no response from two applicants contacted by email and phone with return reply. Those candidates will not be further pursued for employment.

Announcement for possible closed session per Wi Statute §19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; specifically to review applications and consideration for the positions of Village Clerk/Treasurer, Deputy Clerk, and for part-time Office Temporary Administrative Assistant.

Amber Pellegrino made a Motion to go into closed session pursuant to Wi Statute SS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; specifically to review applications and consideration for the positions of Village Clerk/Treasurer, Deputy Clerk and for a part-time Office Temporary Administrative Assistant at 5:40pm.

Roll all taken. Those present: Amber Pellegrino, Chair Debbie Hall, Member

Motion to reconvene into Open Session made by Debbie Hall at 5:57pm.

Discussion held regarding part time and full time applicants for a Village Clerk/Treasurer and Deputy Clerk/ Assistant.

Committee recommendation will be made to the board to hire the part time applicant (Nancy C) for the position of Deputy Clerk/ Assistant.

Interviews for the position of Clerk/Treasurer continue next week with the addition of two candidates. Dates to be determined.

Review of current posting on Indeed, clarification with two separate postings one for part-time and full- time web page updated. LWM posting request made

to re post updated description to web page. WMCA page job posting reviewed and appropriate as currently posted.

Discussion requesting applicants to complete a formal employment application and background check authorization was held, all agree to require completion prior to employment.

Motion to adjourn made by Amber Pellegrino at 6:18 second by Debbie Hall.

February 9, 2022.

Amber Pellegrino,

Chair Debbie Hall, Member

John Heintz Taylor, Member