

MEETING MINUTES
VILLAGE OF NORTH PRAIRIE PERSONNEL AND POLICY COMMITTEE
FEBRUARY 27, 2023 7-8PM
NORTH PRAIRIE VILLAGE HALL- 130 N HARRISON STREET

Meeting was Called to Order at 1904. Roll Call taken and ALL committee members present.

Motion for Approval of the January 10, 2023 meeting minutes ace by John Heintz Taylor and second by Frank Rewasiewicz. Passed.

Search/ Hire process and timeline for the Village Clerk Treasurer was discussed at length. Timeline presented as an internal committee guide. Timeline provides direction and is not an absolute . Timeline will be adjusted as the process unfolds and needs change. Job posting was reviewed and will be submitted to the Village board ,post updates by deputy clerk, for approval to publicize. Job description was reviewed and will stand as written. It has been requested of the deputy clerk to update the village web site with a link to the clerk treasurer job description, employment application and background check documents. In addition it was further discussed that a new tab for "Employment " be created on the village website. Clerk directed to assist in update. Committee is further researching QR code to clerk treasurer job posting. Committee discussed job/ employment opportunity be posted on the following: Village "Home page" website, Indeed, Linked In, Municipality magazine, Clerk Association, Village PD Facebook page, and Next Door social networking site. Clerk to aid in posting and ongoing monitoring of postings. Frank Rewasiewicz Trustee email will be utilized for application/ resume submission or in person drop off at Village hall c/o clerk. Compensated Ad Hoc clerk, treasurer search committee was discussed and buy consensus, will not be created at this time, right is reserved to reconsider this idea in the future.

Revision of Full-time employee benefits policies (document in process)

Fit for Duty / FMLA policy research/creation (document in process)

"North Prairie Village Board Committees & Responsibilities" (document in process)

Request to consider the idea of a volunteer "election assistant , not discussed tabled until a future meeting.

Deputy Clerk was to discuss and due to circumstances did not attend meeting thus live stream or utilize web platforms for Village meetings, and use of community contact platforms were all tabled until a future meeting.

Motion to adjourn at 8:17 by Amber Pellegrino second by Frank Rewasiewicz. Passed.

Respectfully submitted by Amber Pellegrino, Chair

Frank Rewasiewicz, Member

John Heintz Taylor, Member

Amber Pellegrino

Pronouns: She, Her, Hers Village of North Prairie

'Trustee 262-392-2271