

MEETING NOTICE AND AGENDA
VILLAGE OF NORTH PRAIRIE PERSONNEL AND POLICY COMMITTEE
MAY 8, 2023 MINUTES
NORTH PRAIRIE VILLAGE HALL- 130 N HARRISON STREET

1. Call to Order.
Chair Heintz-Taylor called the regular meeting to order at 7:28 p.m.
2. Roll Call
John Heintz-Taylor, Deborah Hall and Frank Rewasiewicz
3. Public Comment.
At the sole discussion of the Committee Chair, citizens are invited to make comments to the Committee, under the following procedures: Committee members should not be expected to discuss issues presented at this time; citizens' comments limited to 2 minutes each; if the event public comments exceed 15 minutes, the Committee will continue with the regular agenda and resume public comment after the Committee business has been completed, public comments on specific personnel matters are not an appropriate subject for this forum and should be referred to the Village Office; any comments which may violate an individual right of an employee will not be permitted.
Carol Schroder – commented about public comment only at the beginning of the meeting. Donna Samuels commended about the court rental rate is being current and will email questions about this to the chair; she also suggested a bulk mailing to Village residents regarding employment for the clerk's vacancy. Trustee Hall, commented that she is not prepared for the following agenda items: item 4 she was not a member of the committee as of February 27, 2023, and had not received accompanying materials for remaining items on the agenda. Trustee Heintz-Taylor commented that the agenda and supporting documents were disseminated both agenda accompanying documents via email & hard copy in committee members' drawers. Trustee Hall did find said material in her trustee drawer.
4. Discussion and/or Action: Approval of the February 27, 2023 meeting minutes.
Agenda item tabled by Trustee Hall for future review.
5. Discussion and/or Action: Search Procedure for the Village Clerk-Treasurer
Trustee Rewasiewicz will contact the Deputy Clerk and request resumes of the 26 applicants to be sent to the committee members via email and hard copy to the Chair, request that the Deputy Clerk message the a potential applicant to ascertain if they are interested applying, and send responses to the applicants to date to let them know the process is moving forward and we will get in touch with them at a later date. Trustee Hall to create a postcard size mailing which will advertise the clerk vacancy; then email to Deputy Clerk and committee members by the end of the week, (May 12, 2023), and complete USPS bulk mailing form. Reviewed the timeline: still on schedule. There was some discussion on advertising the position as part-time or request that the Village Board reconsider as full-time position. Trustee Heintz-Taylor to review the mailing and submit to the printer.
6. Discussion and/or Action: Fit for Duty / FMLA Policy Research/Creation.
Tabled for a later Personnel and Policy Committee meeting.
7. Discussion and/or Action: Full-time employee benefits policies.
Tabled for a later Personnel and Policy Committee meeting.
8. Discussion and/or Action: Review the Committees & Responsibilities Document
Tabled for a later Personnel and Policy Committee meeting
9. Discussion and/or Action: Volunteer "election assistant"
Tabled for a later Personnel and Policy Committee meeting
10. Discussion and/or Action: Live stream, or web platforms for Village meetings.
Tabled for a later Personnel and Policy Committee meeting

11. Discussion and/or Action: Community contact platforms.

Tabled for a later Personnel and Policy Committee meeting

12. Discussion and/ or Action: Next Meeting Date.

June 1, 2023, 5:00 p.m.- 6:00 p.m. review resumes. June 15, 2023 5:00 p.m. -7:00 p.m. ½ hour interviews; June 19, 2023 5:00 p.m – 7:00 p.m. ½ hour interviews; June 22, 2023 5:00 p.m. – 6:00 p.m. review interviewees.

13. Motion to Adjourn.

Motion by Frank Rewasiewicz, second by Deborah Hall to adjourn the Personnel & Policy meeting at 8:29 p.m. Motion carried.

Notice: A quorum of the Village Board members could be present.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note, that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information please contact the Village Office at [262-392-2271](tel:262-392-2271)

Minutes submitted by

John Heintz Taylor, Chair