

MEETING NOTICE AND Minutes  
VILLAGE OF NORTH PRAIRIE PERSONNEL AND POLICY COMMITTEE  
NOVEMBER 16, 2023, 7: 00 P.M.  
NORTH PRAIRIE VILLAGE HALL- 130 N HARRISON STREET

1. Call to Order. Meeting called to order at 7:00 p.m.
2. Roll Call  
Frank Rewasiewicz and John Heintz Talyor.  
Absent: Deb Hall
3. Public Comment.  
Email attached to the minutes.
4. Discussion and/or Action: Approval of the July 27, 2023 meeting minutes.  
Motion by Frank Rewasiewicz, seconded by John Heintz Talyor to approve the minutes. Motion passed.
5. Discussion: As Part of the Employee and Elected Official Manual, the Fit for Duty / FMILA Policy Research/Creation was sent to Village Attorney per Village Board, October 12, 2023 for legal opinion.  
Discussion: Committee Chair had a discussion with the Village President around the end of October regarding status Village Attorney updating the Village's employee manual. Village President mentioned that the Village Attorney reviewed the request of updating the employee manual. The Village Attorney expressed to the Village President that an employment attorney would be more appropriate to review the employee manual and make legal opinion on any changes and updates. Village Attorney forwarded 2-3 names of employment attorneys to the Village President. The Committee Chair suggested contacting the Village Attorney's 1<sup>st</sup> suggested employment attorney. Village President to contact Committee Chair with details. Committee Chair has received no further information from Village President.
6. Discussion: As Part of the Employee and Elected Official Manual, Full-time employee benefits policies, sent to Village Attorney per Village Board, October 12, 2023 for legal opinion.  
Discussion: Committee Chair had a discussion with the Village President around the end of October regarding status Village Attorney updating the Village's employee manual. Village President mentioned that the Village Attorney reviewed the request of updating the employee manual. The Village Attorney expressed to the Village President that an employment attorney would be more appropriate to review the employee manual and make legal opinion on any changes and updates. Village Attorney forwarded 2-3 names of employment attorneys to the Village President. The Committee Chair suggested contacting the Village Attorney's 1<sup>st</sup> suggested employment attorney. Village President to contact Committee Chair with details. Committee Chair has received no further information from Village President.
7. Discussion: As Part of the Employee and Elected Official Manual, Review the Committees & Responsibilities Document, sent to Village Attorney per Village Board, October 12, 2023 for legal opinion.  
Discussion: Committee Chair had a discussion with the Village President around the end of October regarding status Village Attorney updating the Village's employee manual. Village President mentioned that the Village Attorney reviewed the request of updating the employee manual. The Village Attorney expressed to the Village President that an employment attorney would be more appropriate to review the employee manual and make legal opinion on any changes and updates. Village Attorney forwarded 2-3 names of employment attorneys to the Village President. The Committee Chair suggested contacting the Village Attorney's 1<sup>st</sup> suggested employment attorney. Village President to contact Committee Chair with details. Committee Chair has received no further information from Village President.
8. Discussion Volunteer "election assistant".  
Discussion: No longer needed, Clerk/Treasurer has been hired, and elections are the Clerk/Treasurer responsibilities.

9. Discussion and/or Action: Live stream, or web platforms for Village meetings.  
Discussion: Not an option at this time. Who would maintain cost of equipment, training, file retention, and retrieval all cost file retention. The 2024 Budget cannot support these costs. Committee Member Rewasiewicz requested that due budgetary concerns be removed from the agenda.
10. Update on Community contact platforms.  
Discussion: Initiated email list in April 2023 and being maintained by the Deputy Clerk. Interested parties need to request to receive email. This item is considered completed and will no longer be an agenda item.
11. Next Meeting Date: December 21, 2023 at 7:00 p.m.
12. Motion to Adjourn.  
Motion by Frank Rewasiewicz to adjourn at 7:17 p.m., second by John Heintz Taylor. Motion passed.

Submitted by