

**JULY 9, 2024 MEETING MINUTES  
PERSONNEL AND POLICY COMMITTEE  
VILLAGE OF NORTH PRAIRIE**

Call to Order: 7:01 a.m.

Roll Call: Present – Frank Rewasiewicz, Deborah Hall

Absent – Mike McCormack

Others Present - None

1. Discussion and/or action as necessary: Approval of June 26, 2024 meeting minutes. **Item tabled.**
2. Discussion and/or action as necessary: Approval of July 2, 2024 meeting minutes. **Motion by F. Rewasiewicz, second by D. Hall to approve the July 2, 2024 meeting minutes; motion carried.**
3. Discussion and/or action as necessary: Timeline for filling of Village Administrator/Clerk/Treasurer position. **D. Hall presented the attached timeline to the committee; committee members agreed with the timeline presented and discussed it is not set in stone as it is dependent on applications received.**
4. Discussion and/or action as necessary: Temporary staffing needs for the Clerk's Office of the Village of North Prairie. **D. Hall stated that Deputy Clerk Pauline Wigderson normal hours are M-F 3:30 p.m. to 5:00 p.m. and Saturday's 9 a.m. to 12: 00 p.m. and will continue doing so. D. Hall also stated that the Village Clerk of Wales, Gail Tamez has been and is willing to continue serving as the Village of North Prairie's Clerk on an as needed basis at a rate of \$35.00/hour. Motion by D. Hall, second by F. Rewasiewicz to recommend the Board approve the Deputy Clerk continue working her normal hours and additional hours as needed and Clerk Tamez's hourly wage of \$35/per hour and work as needed to perform the necessary functions of the Clerk's office until such time as a permanent Village of North Prairie Administrator/Clerk/Treasurer is hired; motion carried.**
5. Discussion and/or action as necessary: Increase in Deputy Clerk's hourly wage with recommendation to the Village Board. **D. Hall stated that Deputy Clerk Wigderson has not had a pay increase since starting with the Village and her current hourly wage is \$28/per hour. D. Hall stated the Deputy Clerk has asked for an hourly wage increase to between \$30 to \$32/hour. Motion by D. Hall, second by F. Rewasiewicz to recommend the Board approve increasing the Deputy Clerk's hourly wage to \$31/hour; motion carried.**
6. Discussion and/or action as necessary: Review of services and contract provided by Service Life pertaining to website. **Committee discussed the concerns regarding availability of information on the Village's website. D. Hall provided information on surrounding communities websites and hosting of same; Committee to continue discussions.**
7. Discussion and/or action as necessary: Ordinance creating Village Administrator position with recommendation to the Village Board. **D. Hall informed the committee that the Ordinance will need to be in place by the time the candidate is hired but it is not needed to be in place during the interview process as the Board already approved the creation of the position; item tabled.**
8. Motion to adjourn. **Motion to adjourn by D. Hall, second by F. Rewasiewicz to adjourn at 7:38 a.m.; motion carried.**

Submitted July 30, 2024

Deborah Hall

## Search Timeline - Village of North Prairie: Administrator - Clerk/ Treasurer

(as of July 11, 2024)

<b><u>DUE DATE:</u></b>	<b><u>ACTION:</u></b>	<b><u>STATUS/NOTES:</u></b>
07/02/24	Personnel Committee to make recommendation of Board regarding staffing needs	07/02/24 Committee recommended creating Administrator position; board approved 07/02/24 07/02/24 – Committee recommended posting of Administrator/Clerk/Treasurer position with the following: <ul style="list-style-type: none"> <li>• \$85k to \$100k salary</li> <li>• 10 PTO days</li> <li>• All federal holidays</li> <li>• 6% contributions to retirement plan</li> <li>• Healthcare stipend</li> <li>• ADD policy</li> <li>• Life Insurance Policy (\$25k)</li> <li>• Flexibility with hours</li> </ul>
07/02/24	Board discussion regarding Personnel Committee recommendations	07/02/24 Board approved creation of position and compensation package as described above
07/09/24	Personnel Committee meeting to discuss timeline and job posting/description	
07/10/24	Personnel Committee Chair to review timeline with Board	
07/12/24	Deputy Clerk to post employment ad and job description to websites for the Clerk’s Association, League and Village of NP	
07/23/24 @ 7:00 a.m.	Personnel Committee to review resumes/applications and set up interviews	
Weeks of 07/22/24 and 07/29/24	Personnel Committee to conduct interviews	
08/06/24 @7:00 a.m.	Personnel Committee to meet to discuss applications and provide recommendations to the Board for Board meeting on 08/08/24  Personnel Committee to discuss and create training scheduled (if needed)	
08/08/24	Board to approve hiring of Administrator – Clerk/Treasurer based on recommendation of Personnel Committee	
08/09/24	Personnel Committee Chair to extend offer of employment	

08/26/24

New Administrator – Clerk/Treasurer start date  
(provided two week notice is required)