

APPROVED

COMMITTEE MEMBERS PRESENT: G. Feest, S. Havn, J. Majdoch

COMMITTEE MEMBERS ABSENT: None

VILLAGE BOARD MEMEBERS PRESENT: None.

Staff: V. Rudychev, V. Matter, H. Peltz

1. Call to Order

The meeting was called to order at 10:00 a.m. by G. Feest

2. Public Comment

None.

3. Acting Fire Chief Compensation

G. Feest explained that the Committee should formulate some ideas to forward on to the Village Board on this issue.

S. Havn asked what we were paying Chief Bouma. He added that if he is doing the job, he should be getting paid what the Chief was making.

J. Majdoch stated that paying the salary of the individual who last held the position is not a bad standard for the Board to set.

H. Peltz stated that the 2012 salary for W. Bouma was \$83,281 and that the 2013 salary with the 2% increase was \$86,985.

G. Feest stated that he felt comfortable with the \$86,985 and had discussed the issue with M. Pierce prior to this meeting. He added that at that number the Board would not be cheating him. He added that he would advocate doing the pay retroactive.

S. Havn stated he had no issue with doing it retroactively.

J. Majdoch suggested giving him the 2012 salary for W. Bouma until January 1, 2013 then adding in the two extra hours on January 1, 2013 which all of SSFD got and then adding in the 2% raise only if its approved by the Board for all employees.

S. Havn moved to approved recommending the payment of M. Pierce on the scale of the salary of W. Bouma and what he would have made. J. Majdoch seconded. Motion carried (3-0).

4. Finance Director – Recruitment Process Discussion

G. Feest stated that he is looking for a recommendation and options in regards to this item.

J. Majdoch stated that the Committee needs to decide what they want the person to do and how much they are going to pay the person to do it. J. Majdoch suggested bringing in McGrath to do a salary study.

V. Rudychev stated that the first step is to approve a job description and a salary range for the position, once that is approved, the Committee could look into a timeline for recruitment.

G. Feest agreed that this should be addressed and then brought before the Board for final approval as a package.

It was decided that this item would be brought back before the Committee in February.

5. Personnel Committee Goals and Objectives

G. Feest stated that the Committee is not in the Ordinances and therefore this is an appropriate topic.

S. Havn asked what the Board actually wants the Committee to do and who is handling issues such as grievances and complaints.

J. Majdoch stated that it seemed that the Committee handled the things that the Board gave it to handle.

G. Feest stated that they need to petition the Village Board to grant them authority to do things. He stated he would try to put something together for the Board to consider.

6. Personnel Manual Review/Discussion

J. Majdoch stated that a paper document of the Personnel Manual should be provided to every employee. He added that as things in the manual change, employees should be provided with the changes and then receives a new manual every two to three years.

S. Havn stated that the employee manual needs to be reviewed and the biggest issue is the grievance policy.

There was discussion on who should have the authority to handle grievances given the absence of an administrator. H. Peltz asked if the Committee had thought of inviting an outside mediator to handle the issue.

The Employee Assistance Program was discussed and the benefits of having employees use the system to deal with certain issues.

S. Havn suggested an impartial hearing officer from the Village of Caledonia as a means to hear the Village's issues.

G. Feest stated that the grievance policy was very clearly spelled out in the Personnel Manual. He stated that there seems to be some confusion regarding the complaint process.

7. Discussion of Hiring Practices

G. Feest stated that there seems to be a difference of opinion on hiring practices in the Village. He stated that the Committee needs to ask the Board for permission to review the current policy.

J. Majdoch stated that it should be streamlined across all Departments. He also mentioned that Department Head positions should be handled slightly differently.

8. Adjourn

S. Havn moved to adjourn and J. Majdoch seconded. Motion carried (3-0) and meeting was adjourned at 11:43 AM.