

Village of Fall Creek
Minutes of Finance Committee Meeting
May 24, 2017

1. **Call to Order:** 6:30 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Village President Chester Goodman, Trustees Tina Jacobson, Wayne Steinke, Dane Zook. Members Absent: None. Staff Present: Clerk-Treasurer Renee Roemhild. Also Present: Matt Mattoon arrived at 6:55 p.m.
3. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and an agenda was posted in the three public places and newspapers were notified.
4. **Adopt Agenda:**
 - MOTION (Steinke/Jacobson) to adopt the agenda as printed. PASSED, without negative vote.
5. **Consider Personnel/Employee Issues, Including Employee Annual Review Process, Wage Structure, Personnel Policy, & EAP Program:** The committee reviewed the current personnel policy, along with suggestions from the department heads. A draft of an amended policy will be presented to the Board for review.

The committee reviewed an option for an employee assistance program. The committee wanted more information but wanted the entire Board to be involved in any decision.

- MOTION (Zook/Steinke) to have a representative from REALiving come present to the Village Board regarding their products and services.

The committee reviewed a draft of an annual review template for employees. Trustee Wayne Steinke stated he would like to keep the process very personal and suggested getting examples from other communities. Another meeting was set for June 7th to review those samples.

6. **Adjourn:**
 - MOTION (Zook/Steinke) @ 8:20 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer