

Village of Fall Creek
Minutes of Finance & Personnel Committee Meeting
November 2, 2017

1. **Call to Order:** 6:30 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Chester Goodman, Tina Jacobson, Wayne Steinke, Dane Zook. Other Board Members Present: Bob Jenkins, Matt Mattoon. Staff Present: Police Chief Chad Dachel, Public Works Director Bryan Kaatz, Clerk-Treasurer Renee Roemhild, Public Works Employee Jamie Kaeding.
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. **Discuss Employee Review Process:** Discussion took place, with the Police Chief and Public Works Director asking questions regarding the new employee review form.
 - MOTION (Steinke/Zook) to recommend to the Village Board that the Village President be designated the person to review the department heads and all reviews are sent to him. PASSED, without negative vote.
 - MOTION (Zook/Steinke) directing the reviews be done for this year by the end of the year. PASSED, without negative vote.
 - MOTION (Jacobson/Zook) to change the due dates for the review process to September of each year, instead of October. PASSED, without negative vote.
6. **Consider Village's Policy re: Employee Maternity Leave:**
 - MOTION (Jacobson/Zook) to recommend to the Board following the FMLA guidelines for our policy (even though we do not have the minimum required employees to be regulated by FMLA), but to consult with the Village Attorney first. PASSED, without negative vote.
7. **Adjourn**
 - MOTION (Jacobson/Steinke) @ 7:15 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer