

Village of Fall Creek
Minutes of Finance & Personnel Committee Meeting
January 31, 2018

1. **Call to Order:** 6:30 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Chairman Chester Goodman, Trustees Tina Jacobson, Wayne Steinke, Dane Zook. Members Absent: None. Staff Present: Police Chief Chad Dachel, Public Works Director Bryan Kaatz.
3. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and an agenda was posted in the three public places & newspapers were notified.
4. **Adopt Agenda:**
 - MOTION (Steinke/Zook) to adopt the agenda as printed. PASSED, without negative vote.
5. **Consider Village's Policy re: Employee Maternity Leave:** Committee reviewed the Child-Rearing Leave Policy that was drafted by the Village Attorney.
 - MOTION (Zook/Steinke) to recommend the Board adopt the Child-Rearing Leave Policy as written. PASSED, without negative vote.
6. **Consider Village's Policy re: Overtime:** Committee discussed adding a line on the budget for overtime or time over-scheduled from regular hours. Committee felt that at this time there was no need to have a specific line.
 - MOTION (Zook/Steinke) as discussed above. PASSED, without negative vote.
7. **Consider Village's Policy re: Employee Disciplinary Procedures:** Committee discussed disciplinary procedures for the employees and a specific State Statute procedure concerning the police department employees.
 - MOTION (Steinke/Zook) to recommend wording be added to the Personnel Policy reflecting the Discipline and Grievance Policy that was adopted by the Village Board on 9/12/11 and wording be added to direct following the State Statutes for any police disciplinary actions. PASSED, without negative vote.
8. **Adjourn:**
 - MOTION (Zook/Steinke) @ 6:54 p.m. PASSED, without negative vote.

Tina Jacobson, Recording Secretary