1. Call to Order/Members Roll Call:
   Meeting called to order at 6.30pm by Chairperson Terry Hinds.
   Members present – Judy Patenaude, Linda Hinds
   Others - None

2. Approval of Agenda
   Motion by Patenaude, second by L Hinds to approve agenda. Motion passed.

3. Approval of Committee Minutes of Previous Meeting
   Not available

4. Communications
   None

5. Employee Handbook.

   Discussion of the changes made and approved by the village board at the December meeting. It was decided to review the remainder of the Handbook at some time later in the year. A letter is to be distributed to all employees highlighting the Handbook changes.

6. ETF Public Employers Group Life Insurance Program – after discussion of the program, motion by L. Hinds, second by Patenaude to present a revised Resolution to the village board to submit an application to the state ETF to join the Program for the following coverages: Basic, Supplemental, Additional Units 1, 2 and 3; Spouse & Dependent, and 50% post retirement coverage. Motion carried. The life insurance program is to be offered to all full time employees. It is noted that one half of the eligible employees must sign up for the program for the village to be eligible to participate in the program.

7. Smartphone Policy – this will be worked on and hopefully a draft presented at the next Personnel Committee meeting. It needs to also address any business time spent during after-hours.

8. Village Board Compensation Schedule – a draft resolution of the Village Board Compensation Schedule was presented, as modified by the last village board meeting. Motion by Patenaude, second by L Hinds to present the Schedule resolution to the next village board meeting. Motion carried.

9. Set next Meeting Date as Wednesday February 24/2016 at 6.30pm

10. Adjournment
    Meeting adjourned at 7:15 pm.

Recorder: T. Hinds