

VILLAGE OF LENA, WI
Personnel & Wages Committee Minutes
November 4, 2015

Call to Order: Chairman Terry Hinds called the meeting to order at 6:30 pm.

Roll call: Terry Hinds, Judy Patenaude, Linda Hinds

Others Attending: None

Approval of Agenda: Motion by Patenaude, second by L. Hinds to approve the agenda. Motion carried.

Approval of Prior Minutes: motion by Patenaude, second by L. Hinds to approve the minutes of 09/30/15. Motion carried.

Communications: None

Employee Handbook: Discussion occurred on revisions and updates to the Employee Handbook. Revisions and updates were discussed and incorporated as proposed changes to the Handbook. All changes are to be noted and discussed in a Draft Employee Handbook Update. The Draft will be submitted to the Village Board at the next board meeting (Nov 16) and to all village full time employees for review and comment period. The Committee will then present it to the Village Board for action/adoption at the December 21, 2015 meeting, for an effective date of 01/01/2016.

As there was no further business, motion made by L Hinds, second by Patenaude to adjourn until November 12, 2015 at 6.30pm for the purpose of reviewing a final Draft copy of the Handbook Update. Motion carried

Meeting adjourned 8.15pm

Terry Hinds, recorder