

**WAGE AND PERSONNEL MINUTES**  
**THURSDAY, FEBRUARY 6, 2014 AT 5:30 P.M.**

Chair Judy Patenaude called the meeting to order at 5:36 p.m.

Roll Call: Linda Hines, Craig LeFebre, Judy Patenaude

Others Present: No one

Agenda: Motion to approve the agenda was made by Linda Hines. Second by Craig LeFebre. Motion carried.

Minutes: Motion to approve the minutes from October 15, 2013 was made by Linda Hines. Second by Craig LeFebre. Motion carried.

Old Business: Chairperson Judy asked the committee for ideas on what our committee's purpose was. LeFebre stated that his opinion was that we were to purpose benefits and wages and forward to Finance Committee. Hines stated that we were the committee that oversees any issues that the employees may have in their day to day responsibilities and also suggest wages and benefits to finance yearly. This item will be brought before the full board to get further clarification. This will be brought up again at next committee meeting.

New Business:

Employee handbook: This will need to be updated as there were changes made and not incorporated to the handbook. Hines suggested that we add a policy for cell phone usage. She would like it to state you must pull over to answer phone if you are driving. Patenaude stated that the county has a policy that you must pull over to the shoulder if your phone rings while on county time. LeFebre, Hines and Patenaude all agreed that this should be addressed.

2014 Benefits: This was discussed at the meeting. Went over and everyone felt it should be presented to the Village board at the next meeting for approval. We will meet with any employee that wishes to discuss.

Correspondence: none

Announcements/General Information/items for next agenda: Update the Employee Handbook, committee purpose, and discuss if committee should meet on a regular basis.

Next meeting date; to be determined at a later date

Adjournment: Motion by Hines, seconded by LeFebre to adjourn at 6:40 p.m. Motion carried.

Respectfully submitted,

Judy Patenaude, Recording Secretary