

PERSONNEL COMMITTEE MEETING

September 5, 2023

The Village of Ashmore Personnel Committee met on September 5, 2023 in the Ashmore Municipal Office. Chair Dane Perdieu called the meeting to order at 6:00 p.m. Proper notice of the meeting was given.

Present: Kurt Crail, Bill Edwards, Dane Perdieu, Bryan Watson

Absent: None

Also Present: Clerk Kelsey Willison

Personnel Committee Minutes dated August 30, 2023 with correction (Dane's name was spelled Dan not Dane) were approved on a motion by Edwards, seconded by Perdieu. All committee trustees voted aye.

Committee members discussed wages for Kathy, Tim, and Jake. It was discussed to give them all a pay raise. Kathy and Tim \$20.00 per hour, Jake \$24.00 an hour. A motion was made by Perdieu, 2nd motion made by Edwards. All committee members agreed.

Committee discussed the 3 month cd we have at Prospect bank. It comes due September 5, 2023. Committee decided to reinvest the cd into a 3 month cd with a rate of 4.65% apy. All committee members agreed.

Discussion on work orders. Everything should be documented through a work order, this will allow us to make sure things are getting done. The board would like to have a monthly work order report. The report should show what all the work orders were and if they are still outstanding things that need to be done.

Discussion on evaluations. Evaluations are to help strengthen the employee, and help them achieve goals. Suggestion was made we have a sheet with question for the employee and we sit down one on one with the employee. Will discuss this more at our next meeting.

Table- Other New Business- Look into the Employee Assistance Program, listed in the Employee handbook.

The meeting adjourned at 6:55 p.m. on a motion by Watson, seconded by Edwards. All voted in favor. The next Personnel Committee meeting is scheduled for Tuesday, September 12, 2023 @ 6:00 pm.

Kelsey Willison
Village of Ashmore