Finance and Personnel Committee Meeting
Meeting Minutes
November 12, 2020

CALL TO ORDER - 5:53 PM via Zoom.

PLEDGE TO FLAG - Observed by all in attendance.

ROLL CALL - Taken by Chair, Tammy Hawk:
Tammy Hawk, chair;
Connaught Cullen, member;
Joe Canter, member;
In attendance: Solicitor, Robert J. Shostak.

NEW BUSINESS

Job Description – Tammy Hawk evaluated all the paper work related to the Village Administrator Assistant job description and complied all relevant information and tasks into one description. General duties and job responsibilities will be listed out accordingly. There will be a section that includes all physical demands that are required for the job. The section regarding reasonable accommodations for people with disabilities will be reworded to suit the job needs. The committee reviewed the updated job description to streamline some of the tools and equipment requirements, special requirements, and skills and knowledge requirements. Updated Village Administrator Assistant job description attached.

EXECUTIVE SESSION

Motion to enter executive session moved by Joe Canter and seconded by Tammy Hawk at 6:36. All in Favor – Yes. Motion carried to enter into executive session. Joe Canter asked for the Solicitor to join executive session.

Motion to exit executive session moved by Joe Canter and seconded by Connaught Cullen at 6:56. All in Favor – Yes. Motion carried to return to regular session.

ADJOURNMENT – There being no further business, motion made by Tammy Hawk and seconded by Joe Canter to adjourn the meeting at 6:57.