

Finance and Personnel Committee Meeting
Meeting Minutes
January 11, 2021

CALL TO ORDER - 5:35 PM via Zoom.

ROLL CALL - Taken by Chair, Tammy Hawk:

Tammy Hawk, chair;

Connaught Cullen, member;

In attendance: Mayor, Amy Renner; Fiscal Officer, Chelsie McKee

Guest: Diana Burritt; Rob Somers.

NEW BUSINESS

Job Description – The job description has been finalized.

Village Administrator Assistant - Resumes have been collected for the open position of Village Administrator Assistant. Initial interviews were conducted back in November. Need to contact remaining applicants to see who is still interest in the open position. The Committee will create a list of their top 3 candidates and perform a final interviewing process within the next couple of days. An offer of employment will be given once a decision is made of the best candidate for the job.

EXECUTIVE SESSION

Motion to enter executive session moved by Connaught Cullen and seconded by Tammy Hawk at 5:41. All in Favor – Yes. Motion carried to enter into executive session. Tammy Hawk asked for the Mayor to join executive session.

Motion to exit executive session moved by Connaught Cullen and seconded by Tammy Hawk at 6:39. All in Favor – Yes. Motion carried to return to regular session.

ADJOURNMENT – There being no further business, motion made by Connaught Cullen and seconded by Tammy Hawk to adjourn the meeting at 6:40.