

**MEETING MINUTES**  
**PERSONNEL AND POLICY COMMITTEE**  
**June 4, 2024 @ 7:00 a.m. Meeting**

Call to Order: 7:05 a.m.  
Roll Call: Present: Frank Rewasiewicz and Deb Hall (Committee Members)  
Absent: Mike McCormack (Committee Member)

1. Discussion and/or action as necessary: Motion by F. Rewasiewicz, 2<sup>nd</sup> by D. Hall to approve the April 11, 2024 meeting minutes. Motion carries.
2. Discussion and/or action as necessary: Responsibilities, descriptions and duties of Village Board committees and its members. The committee discussed updated and adopting a new policy and/or procedures document with respect to the current committee responsibilities. D. Hall to request each committee provide a list of its duties and responsibilities.
3. Discussion and/or action as necessary: Review suggested changes to the Employee & Elected Official Manual for North Prairie from the Law Firm Stafford Rosenbaum. Discussion revolved around the attorney's recommendation that the Village use the League of Wisconsin Municipalities form of employee handbook and modify to fit North Prairie's requirements. D. Hall to obtain word version of handbook.
4. Discussion: Set next meeting date. Next meeting set for June 25, 2024 @ 7:00 a.m.
5. Motion to Adjourn. Motion by D. Hall, 2<sup>nd</sup> by F. Rewasiewicz to adjourn at 7:32 a.m. Motion carries.

Deborah Hall, Chair  
Frank Rewasiewicz, Member  
Mike McCormack, Member

June 23, 2024