

PROCESSES COMMITTEE

May 6, 2024 @ 6:00 PM

Steve Thorn called the meeting to order.

Roll Call: Kevin Maloney, Jaime Nosse, Nina Schroeder

Others Present: Mayor Tammy Meyer, Council President Steve Thorn

- ❖ Nina moved to elect Jaime as chair; Kevin seconded; all voted in favor.
- ❖ Kevin moved to elect Nina as clerk; Jaime seconded; all voted in favor.

New Business:

- Action Items:
 - Research current procedure for uploading ordinances to the village website and the creation of a more streamlined/navigable space (e.g., a comprehensive HTML/PDF of all ordinances). (*Steve*)
 - Research rules related to the physical distribution of the village's codified ordinances. (*Nina*)
 - Consider amendments to proposed ORD 2024-14, which establishes the village's social media policy. (*all*)
 - Research and propose criteria for publishing/promoting events and links on village sites. (*Steve*)
 - Research and propose templates for job descriptions, minutes, and agendas. (*Nina*)
 - Prepare for June discussions (pay scale; employee retention/incentivization). (*all*)
- Discussions:
 - Reviewing the committee's purpose and the list items deferred to the committee:
 - Reviewing department heads at the committee level (in conjunction with administrative review)
 - Addressing attrition (poor retention of council and committee members and personnel)
 - Implementing a pay scale or step program to standardize pay and raises
 - Maintaining one physical master copy of codified ordinances at Village Hall versus distributing/updating many binders
 - Navigating ordinances online; improving key word search capacities; creating a single document/space with all, easily findable ordinances
 - Regularly reviewing/updating employee handbook and village ordinances
 - Codifying language about gossip and positive behavioral interventions and supports (PBIS), and improving morale
 - Researching police contract work, the invoicing of private security/services, and related policies
 - Incentivizing employees (education assistance, flex time, exit interviews); showing appreciation (list of incentives to choose from)
 - Creating a standard operating procedure (SOP) for administrative websites; rationalizing what the village publishes/promotes; defining the purpose of the village's website
 - Prioritizing emergent versus routine SOP writing (e.g., Hazmat events)
 - Implementing Robert's Rules of Order more effectively; codifying responsibilities related to agendas/minutes, the use of technology/document sharing, and expectations related to committee reporting
 - Implementing safety reporting systems/programs like "Stay safe, speak up!" or Neighborhood Watch
 - Writing grants
 - Creating/regularly updating a list of village properties bought and/or sold

Jaime moved to adjourn the meeting at 7 p.m.; Nina seconded; all voted in favor.