

Processes Committee
February 3, 2025 @ 6:00 PM

Kevin called the meeting to order at 6:00 PM

Roll Call: Denise DiLellio, Dawn King, Kevin Maloney

Others present: Mayor Tammy Meyer, Chief Joe Urso

Minutes from January 6, 2025, were presented, and Kevin moved to approve as amended; Denise seconded; all voted in favor.

Old Business

Decorum at meetings – Info previously sent on the subject hasn't been reviewed by all members. Tammy recommended that any recommended language be incorporated into 121.03 Article 8. Kevin advised everyone should review information provided and discuss at next meeting.

Pay scales & benefits – Kevin stated that he was still working on tracking down all the information that Nina had gathered on the subject. Tammy mentioned previous legislation on pay scales were 2022-44 & 2022-54. Discussion of process moving forward – Make recommendation to Finance Committee, and Finance would in turn review and submit their recommendations to Council. Discussion on dept. heads being salary, rather than hourly. Tammy recommended that legislation be put in place that dept. heads are to attend their dept. meetings, council meetings, and any other requested meetings. Next step is to come up with numbers to recommend.

Standardized employee review forms – Discussed various examples of standard forms. Tammy pointed out that we need to consider that each role is different. Chief presented current evaluation form for PD & Dispatch. Kevin mentioned including goals for next review period. Dawn presented an evaluation form she found online, and stated she believes it could be tailored to our needs. Question was asked as to what Ryan uses for service. Tammy stated that she doesn't believe he uses a form, and just discusses performance with employee. Denise suggested we could have a separate form/list for trainings. Tammy pointed out that the committees are supposed to also review the performance of dept. heads that correspond to their area of responsibility. Discussion about reimbursement for training and uniform costs. Chief will provide costs for uniforms at next meeting.

New Business

Standard formats for Agendas & Minutes – Tammy cited current ordinance on council agendas/minutes. Tammy stated she felt minutes should go out sooner. Tammy recommended that all minutes that have been approved be brought to the Council meetings for chairs to sign. Discussion of how minutes should be distributed. Kevin recommended secretary send draft minutes to chair, and chair sends out with committee packet in advance of meeting. Discussion on draft minutes - Should they be posted to the website? Consensus that we should not post Draft

minutes to the website. Tammy noted that format/order of Council agenda is established by ordinance. Committees are not required to follow that order. Processes committee could recommend standards for committees regarding agendas and deadlines for submission of minutes and committee packets. Discussion on what makes sense, in terms of timeframe. Denise stated that she felt the Friday before a meeting was a reasonable timeframe.

Expectations/Responsibilities of Committee Chairs & Secretaries – Dawn expressed concerns over taking on too much with the Secretary role for Processes. Tammy reminded her that Maryann will always have a full recording of meetings. Tammy suggested that we always use the Village's recorder, even if the secretary makes their own recording. Dawn requested that Rachel do the minutes for this meeting, and she take over next month. Kevin stated he would do the minutes, since he had the recording. Kevin mentioned that Landmarks has not been creating recording of their meetings, but they also don't state that there is a recording available in the published minutes. Tammy mentioned that processes should also review the current employee handbook, as there are a number of things that she and the Chief felt should be changed or updated. Kevin suggested that they bring their recommended changes to the next processes meeting, as well as anything Ryan & Maryann would like to see changed.

Adjourn: Kevin made a motion to adjourn at 7:34 PM. Denise seconded. All voted in favor.

Please note: An audio recording of this meeting is available via public record request.