

**PERSONNEL COMMITTEE MINUTES  
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE PERSONNEL COMMITTEE OF THE VILLAGE OF DEERFIELD  
HELD AT THE DEERFIELD VILLAGE HALL, 4 N. MAIN STREET, DEERFIELD, WISCONSIN ON  
WEDNESDAY, JUNE 23, 2010 AT 5:30 P.M.**

**CALL TO ORDER – NOTING OF ROLL BY CLERK**

The meeting was called to order by President Kiefer at 5:35 PM. Roll call: Smith, Schreiber and Kiefer present. Also present: Village Administrator Patrick Vander Sanden.

**CONSENT AGENDA**

Motion by Schreiber, second by Kiefer to approve the June 23, 2010 agenda as presented. All ayes, motion carried.

**APPROVAL OF MINUTES FROM MAY 3, 2010**

Motion by Kiefer, second by Schreiber to approve the minutes from May 3, 2010 as written. All ayes, motion carried.

**PUBLIC APPEARANCES - NONE**

**PUBLIC COMMENTS - NONE**

**UNFINISHED BUSINESS, REVIEW & ACTION THERE ON**

**1. VILLAGE OF DEERFIELD PERSONNEL MANUAL**

The committee reviewed the manual and made corrections to the following sections:

4.2 Job Descriptions

8.2 Payroll Deductions

8.3 Sick Leave

11. Separation from Employment

15. Incentive Weather Policy

Due to the lack of time the committee agreed to continue working on the manual and to go into closed session on June 29, 2010 at 5:30 PM.

**NEW BUSINESS**

**A. REVIEW & ACTION**

**1. CONSIDER A MOVE TO CLOSED SESSION PURSUANT TO §19.85(A)(C) FOR CONSIDERATION OF PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA FOR VILLAGE EMPLOYEES (ADMINISTRATOR REVIEW)**

**2. MOVE TO OPEN SESSION TO TAKE ACTION, IF ANY ON THE CONSIDERATION OF PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA FOR VILLAGE EMPLOYEES (ADMINISTRATOR REVIEW)**

**COMMUNICATIONS - NONE**

**STAFF REPORTS - NONE**

**ADJOURN**

Motion by Kiefer, second by Schreiber to adjourn at 6:30 PM. All ayes, motion carried.

/S/ Elizabeth McCredie  
Village Clerk/Treasurer