

**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 TUESDAY,
JUNE 29, 2010 AT 5:30 P.M.**

CALL TO ORDER – NOTING OF ROLL BY CLERK

The meeting was called to order by President Kiefer at 5:30 PM. Roll call: Smith, Schreiber and Kiefer present. Also present: Village Administrator Patrick Vander Sanden.

CONSENT AGENDA

Motion by Smith, second by Kiefer to approve the June 29, 2010 agenda as presented. All ayes, motion carried.

APPROVAL OF MINUTES FROM JUNE 23, 2010

Motion by Kiefer second by Schreiber to approve the minutes from June 23, 2010 as written. All ayes, motion carried.

PUBLIC APPEARANCES - None

A. PUBLIC COMMENTS - None

UNFINISHED BUSINESS, REVIEW & ACTION THERE ON

1. VILLAGE OF DEERFIELD PERSONNEL MANUAL

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

- 16.4 Cellular Phone/Telephone Use
- 18. Serious Illness Policy
- 19. Workplace Violence
- 19.5 Weapons
- 22. Employee Performance Appraisals
- 23.7 Rules of Conduct
- 25. Discipline, Suspension and Terminations
- 26. Protection of Village and Employee Property
- 28.1 Personnel Files
- 31. Solicitations and Distributions
- 32. Visitors
- 33. Vacation Policy
- 34. Holidays
- 35. Leaves of Absence
- 36. Workers Compensation

The committee will look at the issue of drug testing at their next meeting.

Due to the lack of time the committee agreed to stop at this point and reconvene the meeting to July 20, 2010 at 5:30 PM to finish working on the manual and to go into closed session per posting.

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 Smith to adjourn at 7:37 PM. All ayes, motion carried.

/S/ Elizabeth McCredie
Village Clerk/Treasurer