



Meeting Agenda
Finance Committee
January 10, 2017, 5:00 p.m.
Hampshire Village Hall
234 S. State Street

1. Call to Order
2. Roll Call for Attendance
3. Public Comments
4. Approval of October 18, 2016 Minutes
5. Approval of November 14, 2016 Minutes
6. Vacation Document
7. Other Paid Leave Benefits
8. General Departmental Issues
9. Adjourn

Finance Committee
November 14th, 2016
Minutes

Meeting was called to order at 6:00pm.

Roll Call was taken

Present:

Chairman Michael Armato
Committeeperson Jan Kraus
Finance Director Lori Lyons

Absent:

Committeeperson Mike Reid

A quorum was established

Public Comments: None

The minutes of the October 18, 2016 meeting were tabled to be reviewed at the next meeting.

The minutes of the November 23, 2016 meeting were reviewed & motion to approve was made by Committeeperson Kraus & seconded by Chairman Armato. Hearing no further discussion, a voice vote was called. Ayes 2, Nays 0. The motion passed.

Finance Director Lyons presented a suggested revision to the limits & usage of Compensatory Time Off. The suggested revision is a result of meetings that were held by Village Staff. After review and discussion, a motion was made, by Committeeperson Kraus, to present the revision to the Village Trustees for consideration and adoption. The motion was seconded by Chairman Armato. A voice vote was called. Ayes 2, Nays 0. The motion passed.

The committee discussed several other items relating to the structure of Paid Time Off policies.

- Vacation Days Off
- Sick Days Off
- Personal Days Off
- Bereavement Days Off
- Jury Duty Days Off

Further discussions will be had at our next meeting. A goal is to present any and all suggested changes to the Village Board by late January or early February. The hope is that any changes will be decided upon to take effect on May 1st.

The next meeting is scheduled to occur sometime in December

Having no other business, Committeeman Kraus made a motion to adjourn. The motion was seconded by Chairman Armato. A voice vote was taken and the motion passed. The meeting adjourned at 8:00pm.

Finance Committee
October 18, 2016
Minutes

Meeting was called to order at 5:03pm.

Roll Call was taken

Present:

Chairman Michael Armato
Committeeperson Mike Reid
Village President Jeffrey Magnussen
Finance Director Lori Lyons

Absent:

Committeeperson Jan Kraus

Also present:

Village Trustee Toby Koth

A quorum was established

Public Comments: None

The minutes of the July 27, 2016 meeting were reviewed. Committeeperson Reid made a motion to approve the minutes as is. Chairman Armato seconded the motion. Hearing no further discussion a voice vote was called. Ayes 2, Nays 0. The motion passed.

The committee raised several areas in our current Employee Handbook that may need to be further defined, changed or updated.

Departmental Organizational Structure
Employee Classification
Employee Benefits
Employee Rules of Conduct
Employee Evaluations
And others

It was decided that we would each take certain issues research them and report on the changes that are necessary and those that might be considered.

A brief discussion was had about the status of the possible support for the sidewalk repair on Rinn Street. It was decided that it was a matter for the Village Board to consider.

Article 1 Sect 1-1-6: Mayors compensation: was discussed. It was determined that any change could not occur until 2021. Therefore the matter was dropped.

Having no other business, Committeeman Reid made a motion to adjourn. The motion was seconded by Chairman Armato. A voice vote was taken and the motion passed. The meeting adjourned at 7:35pm.