

**Personnel Commission Meeting
Wednesday, October 12, 2011 at 6:30 p.m.**

Personnel Commission Members in Attendance

Orrin Baird, Chair
Michael Byars
Gregory Ossi

Village Staff in Attendance

Shana R. Davis-Cook, Village Manager
Demetri Protos, Finance Director

Guests

Patricia Baptiste, Board Chair

Ms. Davis-Cook provided an overview of the Village's civil service, including:

- Organizational Chart for the fiscal years that ended in 2010 and 2011 and the current fiscal year which will end on June 30, 2012, including a review of the departments, positions, number of employees per department.
- Pay scales, general and police.
- Total personnel costs actually incurred in the fiscal years that ended in 2010 and 2011 and the current budget for personnel costs.
- Breakdown of current personnel compensation including salary, health insurance contributions, pension and other employer obligations per employee.
- Village Employee Manual and Personnel Code.
- Performance evaluation policy and procedures.

Ms. Baptiste, also a former member of the Personnel Commission provided background information on the formation and former operation of the Personnel Commission.

The following tasks were discussed for the Commission to focus on over the coming year:

- A comprehensive review of the Employee Manual—Mr. Ossi offered to handle the review of the Employee Manual over the next few months.
- A comprehensive review of the Employee Holiday Fund procedures and policy.
- A comprehensive review of the General and Police Pay Scales.

The Commission asked Ms. Davis-Cook to provide them with copies of the job descriptions for each employee in the civil service.

The Commission agreed to meet quarterly.

The next Personnel Commission meeting will be held on Wednesday, January 11, 2012.