

SPECIAL MEETING, JUNE 10, 2020 at the Village office at 7:00 PM.

Present: Mayor Scholl, Trustees Bennett, Jarvis, LeDuc and Mullady

Guests: Kelli Rose, Deputy Clerk, Jamie, Supervising AEMT/Driver

The purpose of the meeting was to review the **Best Practices and Employee policy changes.** The board reviewed the **Best practices** changes first. The board agreed to all of the changes proposed. They then reviewed the **Employee Policy** questions that the Deputy Clerk had typed up. The board agreed they would take the **employee discipline policy** home and review for next meeting. The board agreed that the Public Works and Code Enforcement Officer would be required to attend the meetings and the other supervisors may attend as requested by the board. Overtime rules were also discussed. It was agreed that another meeting would be set up for June 18 at 4:00 PM to finish reviewing the policies.

Tr. Jarvis made the motion, seconded by Tr. Bennett to adjourn to **executive session** at 8:48 PM to discuss the promotion of an employee all were in favor, motion carried. Tr. Jarvis made the motion, seconded by Tr. Mullady to adjourn the executive session at 9:07 PM all were in favor, motion carried.

Tr. Mullady made the motion, seconded by Tr. Bennett change the **Assistant Supervising EMT/Driver position** from Full time to permanent part time all were in favor, motion carried. Mayor Scholl appointed **Bobbie Jo Provost, part-time Assistant Supervising EMT/Driver.** Tr. Bennett accepted the appointment at \$16.50/hr. with no vacation, sick, personal leave or holiday accruals, Tr. LeDuc seconded all were in favor, motion carried. It was also agreed by the board that the Supervising AEMT/Driver or the Assistant Supervising EMT/Driver will be working during each day or afternoon six days of the week.

Tr. Bennett made the motion, seconded by Tr. Leduc at 9:09 PM all were in favor, motion carried.

SPECIAL MEETING, JUNE 18, 2020 at the Village Office at 4:00 PM.

Present: Mayor Scholl, Trustees Jarvis, LeDuc and Mullady

Guest: Kelli Rose, Deputy Clerk

The purpose of the meeting was to review the **employee policy book** and updates. It was agreed that a credit card usage policy will be needed. Discussion on the clothing allowances and how the payments will be made in the future. A discipline policy as to how each violation should be handled was discussed, in addition to cell phones and bereavement time off.

Tr. Jarvis offered **Resolution No. 20-06-18-01** to approve giving the employees a **floating holiday** on Friday for “Juneteenth”, Tr. Leduc seconded upon roll call vote: Bennett-absent, Jarvis-yes, LeDuc-yes, Mullady-yes, Mayor Scholl-yes Resolution Carried.

The board agreed in reference to the **EMS schedule** that six days per week worked between the Supervising AEMT and the Assistant Supervising EMT could include working the evening shift.

Tr. Leduc made the motion, seconded by Tr. Jarvis to adjourn at 6:00 PM all were in favor, motion carried.