

**VILLAGE OF DRESSER  
FINANCE/PERSONNEL COMMITTEE MEETING  
MONDAY, DECEMBER 2, 2019**

The meeting was called to order by Grace Bjorklund at 4:30 PM. Roll Call was taken: Grace Bjorklund, Karen Andrie, and Bryan “Fatboy” Raddatz. Also present was Jodi Gilbert – Clerk/Treasurer. No other public or press was in attendance.

The purpose of the meeting was to review applications for the Part-Time Office Assistant. Notice was given that the Village of Dresser Finance/Personnel Committee may move to convene into Closed Session: Pursuant to WSS 19.85(1)(c), Considering employment of any public employee over which the governmental body has jurisdiction or exercises responsibility. It was agreed that due to the fact that the Village received no applications for Part Time Office Assistant we will not go into closed session. Meeting was held in open session. Since there are no applications – how do we proceed. Raddatz stated I don’t know. Bjorklund stated to run the Ad’s in the newspaper for 2 weeks it cost us around \$300.00 for advertising. We could run another Ad, but it is a really busy time right now with the Holidays. Do we wait until after the 1<sup>st</sup> of the year? Andrie stated that unemployment is low right now. Not a lot of people looking for jobs right now. I don’t know if that will put us behind. Even if we were starting interviews right now, we wouldn’t probably get someone on board until after the 1<sup>st</sup> anyway. In that respect waiting a week or so probably won’t make a difference. Andrie stated keep it on the web site. Raddatz stated I agree wait until after the Holidays. Gilbert stated we can wait – the big things/deadlines will be taken care of. There might be an advantage of waiting until after the first of the year. Raddatz stated there will probably be over time for Gilbert if things have to get done. Andrie stated we can have meetings around times that work for Gilbert. Most of the committee meetings are done during the day already. Committee reviewed the Ad – let’s set the dates. We could advertise the week of January 13<sup>th</sup> and the week of January 20<sup>th</sup>. Applications due January 30<sup>th</sup> by noon. We could then meet on Friday the 31<sup>st</sup> of January at 1PM to review applications. In the meantime, post around the Village and have on the Web Page with a due date of noon on January 9<sup>th</sup>. If there are no applications on the 9<sup>th</sup> of January then re-advertise. At tonight’s board meeting we can let them know what we are proposing to do.

Discussion was held regarding vacation hours for Jodi Gilbert, Clerk/Treasurer. Bjorklund stated the employee manual doesn’t give direction on Jodi’s situation. She is the main person to get the work done and now has to be done without a 2<sup>nd</sup> person. Bjorklund continued I have been in the same position. You take days off to prevent overtime. She has 38 ½ hours of vacation time. What are your thoughts. Andrie asked these other hours are carry over. Yes, and she is still entitled to 38 ½ at the end of 2019. Bjorklund stated I suggest we pay her out the 38 ½ hours. I talked to the Village Attorney on any legal ramifications. We don’t really have any direction on this. It is unique – a one-person office so as a committee we can exercise some flexibility on how to handle that and give a recommendation to the board. I think we can handle the pay out better in this year’s budget if you decide to pay her for that. This didn’t on the board agenda and the Attorney doesn’t recommend amending the agenda for something like this. We will need to just call a quick special board meeting to pay out in 2019. Raddatz asked why can’t we amend it. Bjorklund stated you still have to let the public know. We will only need 4 members to have a quorum if people are busy. Andrie stated so we make the decision and we recommend to the

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board and have to call a special board meeting. Yes. Motion Raddatz/Andrie to recommend to the Village Board that we pay out to Jodi Gilbert her remaining vacation in the amount of 38 ½ hours in 2019. All in Favor. Motion Carried.

Let's plan on a Special Board Meeting for Wednesday, December 18<sup>th</sup> at 4:00 PM.

Motion Raddatz/Andrie to adjourn at 5:02 PM. All in Favor. Motion Carried.

Jodi A Gilbert, Clerk/Treasurer

These minutes have not been approved.