



Carrie Arens <cararens@gmail.com>

Personal Committee Meeting Min (final draft)

1 message

Carrie Arens <cararens@gmail.com>

Mon, Jun 8, 2020 at 5:30 PM

To: Missy Murray <treasurer@pepinwisconsin.org>, Damon Ellison <damonellison@yahoo.com>, Shannon Van Allen <shannonv@pepin.k12.wi.us>, William Wroblewski <wwroblew@gmail.com>

Personal committee meeting

June 7, 2020

- Meeting was called to order at 7:13pm. Members present Shannon Van Allen and Carrie Arens. Bill Wroblewski was also present per the request of Carrie.
- Motion was made to go into closed season. Motion was made by Carrie and Second by Shannon.
 - Per sec 19.85 (1) Employee Compensation & Evaluation Personnel matters
- Motion was made to go back into open session at 8:41 pm. Motion was made by Carrie and Second by Shannon.
- Items where discussed as followed to be brought to the next board meeting.

#1---Ad for Courier Wedge:

The Village of Pepin is seeking to fill a vacancy for the position of Treasurer. This position will be Part Time, 24 hrs per week, working Tuesday, Wednesday, and Thursday. Starting pay is \$17.25 per hour with potential increase after 90 days of employment and review of job performance. Annual increase subject to Village negotiations starting in Oct 2021.

Please visit the Village website at www.pepinwisconsin.org for application and job description.

Or, you can call the Village at 715-442-2461; press 3 for Treasurer and leave mailing instructions. This job does require knowledge and use of computers, Excel spreadsheets and finance.

Applications including RESUME must be received no later than 4PM on Friday, June 19th, 2020.

Start date is early July. The Village reserves the right to contact references along with obtaining a background check on all prospective employees.

The Village of Pepin is an Equal Opportunity Employer.

#2-Office Hours:

The Personnel Committee recommends the Village office hours remain 8am - 4pm however the doors will be closed on Wednesday, all day, to allow the village staff to concentrate on outstanding village issues.

#3-Personnel Committee:

The Personnel Committee recommends that it meet with all village employees on the First Monday of every month at 4pm. With the availability to meet in closed season or individually as the need arises.

- Damon was able to join us by phone at about 9:15 pm at that time a motion was made by Shannon and second by Damon that Carrie become the Chair of the personal committee. Carrie accepted the position.
- Damon was then filled in on what was discussed at the personal meeting.

Motion was made by Carrie to adjourn the meeting at 9:25pm seconded by Shannon.

Minutes taken by Carrie