

Personnel Committee Meeting  
August 17th 2020  
7:00 pm

Roll Call: Shannon Van Allen, Damon Ellison, and Carrie Arens

Motion was made to go into closed session by Carrie Seconded by Shannon Per SS 19.85(1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility.

Motion was made by Damon to close the closed session seconded by Shannon

Motion was made by Damon to open the open session seconded by Shannon

Motion was made by Carrie to interview 4 candidates Wednesday August 19th. We will offer interview times from 6:30 pm till 8:00 pm Second by Shannon.

Discussion: The personnel committee will request a Special Village board meeting for Monday August 24th at 7pm. We will present two candidates for a final interview with the full board.

Discussion was held about interview questions that we could ask:

- Why are you interested in this position?
- What can you do for us?
- What can you bring to the table?
- Tell me something about yourself that isn't on your resume?
- What are your strengths and weaknesses?
- Why do you want to leave your job to work for us?
- Where do you see yourself in 10 years?
- How do you handle pressure?

Discussion was held on the creation of a consumer and background/reference check form.  
Decision was made to run these reports on the final two candidates.

Motion was made by Carrie to adjourn the meeting second by Damon.

Minutes presented by:  
Carrie Arens, Personnel Committee Chair