

**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE
MINUTES MAY 2, 2018**

The Finance/Personnel Committee met in regular session in the board room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Chair Scott called the meeting to order at 6:00pm. Present were Committee members Yauchler, Nortman, and Hoffman. Czyzewski was absent. Also present were Administrator Owen and Clerk/Deputy Treasurer Gross.

Consider April 4, 2018 minutes: Hoffman moved, Scott seconded to approve the April 4, 2018 minutes. Scott suggested the minutes be amended to read as "various Village Board and Committee members....." instead of "Village Staff...." in regards to those suggested to take a budget seminar. All voted aye on approving the minutes as amended.

Consider anonymous correspondence policy: Scott presented details on this item. She explained that when someone sends any type of correspondence anonymously, there is no way to follow up with the person who sent it. Hoffman had suggested that Dave Boyden, Treasurer of the Mount Horeb Public Library Board, attend the meeting, as he is also interested in creating a policy for the Library. Owen spoke about the ideas that have been discussed to include in the policy. Boyden was present and spoke about his ideas on a policy as well. Yauchler moved, Hoffman seconded to approve the policy presented with the discussed changes and present it to the Village Board in June. Motion carried by unanimous voice vote.

Discussion on Mission Statement for Finance and Personnel Committee: Scott had done some research and presented a draft of a Mission Statement she put together to get the discussion going. The committee discussed the specifics of the statement.

Discuss timing of Village Administrator's performance review: Scott explained this item. The committee decided that the Administrator's performance review be done as it was previously, and the compensation adjustment would take place at the same time as the rest of the Village Staff.

Future agenda items: Scott explained this new item for the monthly agenda. Scott suggested the committee's role or "charges" be discussed at the next meeting and also asked that Amy Hall, Finance Director/Treasurer, give a monthly report.

Adjourn: There being no further business before the Committee, Yauchler moved, Hoffman seconded to adjourn the meeting at 6:48pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer