



VILLAGE OF WEBSTER

PERSONNEL MEETING
MINUTES*With Full Board**
Tuesday – November 22, 2016 @ 6:30 p.m.
Village Office
7505 Main Street West, Webster, WI

- I. **CALL TO ORDER** – Personnel Chairman, Sarah Casady called the meeting to order at 6:00 p.m.
- II. **PRESENT** – Village President, Jeff Roberts; Chairman, Sarah Casady; and Members, Charlie Weis; and Tim Maloney. Trustee’s, Greg Widiker; Kelsey Gustafson and Darrell Sears. Others: None. Absent: None.
- III. **FILL CLERK/TREASURER POSITION DISCUSSION** – Personnel Chairman, Casady opened discussion regarding filling the vacating position of Clerk/Treasurer, Patrice Bjorklund on Friday, December 16, 2016. The board wanted to give Clerk/Treasurer, Bjorklund a plaque for her years of service. They also want to pay her full sick time at \$50 per day and vacation pay which is not used. The position was noticed in the Inter-County Leader and Burnett Sentinel as well as Indianhead Advertiser. All letters of application are due on Friday, December 2, 2016. The full board will need to meet as a Personnel Meeting on Monday, December 5, 2016 @ 6:00 p.m. to review the letters and resume’s and set up interviews. Pay and benefits will be dependent upon experience, education, etc. In the future the board will need to look at hiring a part-time individual when the board can access the work potential needed to help the new Clerk/Treasurer.
- IV. **POSSIBLE JOB PLACEMENT OF DEPT. OF VOCATIONAL REHABILITATION PART-TIME POSITION DISCUSSION** – Discussion took place of possibly filling a Department of Vocational Rehabilitation Part-Time Position. The request was made by Laurie Rock of Diversified Services. The consensus of the board and committee was to wait until spring 2017 to discuss further, since there is no availability for work this winter.
- V. **ADJOURNMENT.** Motion was made by Village President, Roberts to adjourn the Personnel Committee Meeting at 7:40 p.m., seconded by Member, Widiker. **Motion carried 7-0.**

Respectfully submitted,

Jeff Roberts

Patrice Bjorklund, Clerk-Treasurer
November 22, 2016

***These minutes are subject to approval at next month’s Regular Meeting.