

Minutes
Personnel Committee Meeting
Wednesday, October 28, 2015
Held at Spring Green Village Office
154 N. Lexington Street
6:00 p.m.

1. **Call to order and attendance:** Vern Demers called the meeting to order at 6:08 p.m. Personnel Committee Members present: Vern Demers, Norm Miller, and Robin Reid. Others present: Kevin Wilkins.
2. **Appoint minute taker:** Vern Demers appointed minute taker.
3. **Read and approve minutes of the August 6, 2015 Personnel Committee Meeting:** Reid moved and N. Miller seconded to approve the minutes of the August 6, 2015 Personnel Committee Meeting. Motion passed with all in favor.
4. **Review and approve agenda:** N. Miller moved and Reid seconded to approve the agenda as presented. Motion passed with all in favor.
5. **At 6:09 p.m., Reid moved and N. Miller seconded to convene into closed session under Section 19.85(1)(c) of the Wisconsin Statutes for "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Roll Call Vote, Ayes: Demers, N. Miller, and Reid.** Motion passed with all in favor.
6. **Reconvene into Open Session:** N. Miller moved and Reid seconded to reconvene into open session at 6:30 p.m. Motion passed with all in favor.
7. **Discussion and possible action regarding duties and job description for the Spring Green Police Department Administrative Assistant:** The Personnel Committee discussed with Chief Wilkins the duties and job description for the Spring Green Police Department Administrative Assistant. No action was taken regarding this item.
8. **Adjourn:** N. Miller moved and Reid seconded to adjourn at 6:55 p.m. Motion passed with all in favor.