

**VILLAGE OF ELM GROVE
ADMINISTRATIVE AND PERSONNEL COMMITTEE
March 14, 2023 * 8:30 am**

Present: Chairperson Stuckert, President Palmer, Trustees Schindler, and Sayas. Trustee Michalski was absent
Also Present: Village Manager David De Angelis, Finance Director Monica Hughes, Sandee Policello, and DPW Director Richard Paul Jr.

1. Call to Order
Chairman Stuckert called the meeting to order at 8:30 a.m.
2. Minutes
Trustees Schindler and Sayas moved and seconded to approve the December 8, 2022 minutes. Motion carried 4-0.
3. Review and discussion of departmental safety procedures
Upon the committee's request staff provided information on safety procedures and trainings that the departments follow. Richard Paul Jr. provided additional information and answered questions. Staff also noted that our insurance carriers provide additional trainings and evaluations. Our insurance through LWMMI has provided small grants the past few years to be used for safety equipment. The public works department has been able to utilize these funds for equipment. In 2022 the Village received \$2,000 from the program. Department heads always evaluate situations if there is an incident and implement changes if needed.
4. Discussion of possible communication intern
Village Manager, Dave De Angelis, provided the committee with a memo in their meeting materials. He summarized his suggestion of using one of our current dispatchers for communications that the board would like to see. This dispatcher is enrolled in college as a marketing major and has provided us with enhancements to our web page, forms, and mailings during her tenure. She will be graduating and relocating in early fall. Mr. De Angelis suggested using her for the next 6 months and then re-evaluate the Village's need at that time. If an intern is needed that would coincide with the upcoming fall school year and we could reach out to local universities.
4. Moved to closed session
Trustees Sayas and Schindler moved and seconded to move into closed session for consideration of personnel matters. Motion carried by roll call vote.
5. Other Business
The committee returned from closed session- there was no other business.
6. Adjourn
Trustee Sayas and Trustee Schindler moved and seconded to adjourn. Motion carried 4-0.

Respectfully submitted,

Monica Hughes
Finance Director