

**Building Committee/Human Resource Joint Committee Meeting**  
**Wednesday, August 28, 2019 5:30 p.m.**

**Present:** Building Committee - Chairman Schloss, Councilman Porter  
HR Committee - Chairman Carroll, Councilman Galicki (arrived 6:25 p.m.)  
Mayor William Koons (arrived at 6:45 p.m.)  
Fiscal Officer Romanowski

At 5:30 p.m., Schloss called the meeting to order, attendance taken. Porter made a motion to go into Executive Session to conduct Building Department interviews, seconded by Schloss. Roll call: Ayes; Carroll, Porter & Schloss.

Galicki joined Executive Session at 6:25 p.m.

Joint Committee meeting reconvened at 6:45 p.m.

Mayor Koons arrived at 6:45 p.m.

Discussion was held regarding the two candidates interviewed; background, history, etc. While both candidates had history working in government, Candidate #1 (N.G.) stood out. She has 14 years' experience in multiple zoning-related positions, experience in using the same Building/Zoning software SRV uses, an outgoing personality and a great recommendation from a former co-worker.

It was the recommendation of the Building Committee and the HR Committee to the Mayor to hire Candidate #1 (N.G.) for the part-time Administrative Assistant/Board Clerk position for up to \$20/hour with a 6-month probation/review. This is a 25-hour per week position.

The Mayor will interview both candidates on 9/3/19. There will be a Special Council meeting held on 9/4/19 at 6:00 p.m. for the purposes of hiring a part-time Administrative Assistant/Board Clerk contingent upon passing a pre-employment drug test. The hope is that the candidate will accept the job and be able to work out an arrangement with her current employer to work 9/9/19 and 9/10/19 with the current Building Department Administrative Assistant for her last two days of employment with the Village.

At 7:00 p.m., Porter made a motion to adjourn, seconded by Schloss. Voice vote; ayes, all. Motion carried.



Ray Schloss, Chairman Building Committee



Dennis Galicki, Chairman HR Committee