

**Village of Spring Valley
Personnel Committee
July 24, 2024**

Call to Order: Erickson called the meeting to 5:02 p.m. at the Village Hall.

Members Present: Erickson, Jorgenson, T. Koch

Members Absent:

Others Present: Administrator Emerson, PW Supervisor Kirby

Approval of Agenda: Motion (Jorgenson/T. Koch) to approve agenda as presented. Carried

Agenda items:

Motion (Jorgenson/T. Koch) 5:02 p.m. to go into closed session pursuant to WI State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. For the purpose of assessing an employee.

Motion (T. Koch/Jorgenson) 6:11 p.m. to go back into open session

Action from closed session: PIP put into place.

1. Employee handbook items:

- P. 3 HIRING: remove all of first paragraph, leave remaining section as is.
- P. 13 CLOTHING: PD clothing allowance was reviewed. Emerson will check to see what we are providing and not providing now.
- P. 31 Credit Card Eligibility: update to current credit limits: Chief of Police \$5000., PW Director \$9000., Village Administrator \$9000., Library Director \$5000.
- Cell phone/electronic device policy – Emerson will find examples.
- Emerson will get examples of other municipal Employee Handbooks.

Motion (T. Koch/Jorgenson) to adjourn 6:57 p.m. Carried.

Respectfully submitted

Luann Emerson, Administrator