Meeting called to order at 6:37 pm

Roll Call
Present:
  Committee Members: Christine Klein, Aaron Kelly, Ryan Krajecki
  Others: Lori Lyons, Jeff Magnussen, Mike Reid, Toby Koth

A quorum was established.

Citizen Comments
None

Minutes
Krajecki moved to approve the minutes of April 23rd, 2019. Seconded by Klein. Motion carried by voice vote.

Village Administrator
The committee discussed some sample job descriptions and offered comments. Krajecki offered to re-write the description and send to committee.

Employee Handbook
First draft almost complete - Lyons will send missing sections and Klein will distribute complete draft to committee for review.

MSI Reports
The committee discussed the format of the reports. It was decided to include the summary report at the board meeting on a quarterly basis with the full report being made available on Point Share on a monthly basis.

5/3 Accounts
The committee agreed to close all 5/3 accounts now that the Hampshire branch is closed. The accounts will be split between Resource Bank and Heartland Bank.

Announcements
None

Motion to adjourn made by Krajecki and seconded by Kelly. Motion carried by voice vote. Meeting adjourned at 7:52 pm.