

Finance Committee
November 1st, 2016
Minutes

Meeting was called to order at 5:22pm.

Roll Call was taken

Present:

Chairman Michael Armato
Committeeperson Jan Kraus
Finance Director Lori Lyons

Absent:

Committeeperson Mike Reid

A quorum was established

Public Comments: None

The minutes of the October 18, 2016 meeting were tabled to be reviewed at the next meeting.

The committee discussed several items relating to the Employee Handbook.

Departmental Organizational Structure

Defining which Departmental Heads are responsible for hiring & firing

Exempt and non exempt employees (Salaried vs. Hourly)

Defining Employee Benefits endowed because of employment

Defining Employee Benefits earned because of length of service

Defining Paid Time Off Benefit Period

Paid Time Off Benefit

Vacation Time Off

Sick Leave Time Off

Personal Leave Time Off

Method to handle Jury Duty Time Off Pay

Probationary Time Period

Redefining the limits and usage of Compensatory Time Off

And other matters

The next meeting is set for November 14, 2016 at 6:00pm.

Having no other business, Committeeman Kraus made a motion to adjourn. The motion was seconded by Chairman Armato. A voice vote was taken and the motion passed. The meeting adjourned at 6:47pm.