



## **Finance Committee Meeting**

**August 20, 2014**

### **Call To Order:**

Chairman Whaley called the Finance Committee meeting to order at 1:00 pm in the Village Hall

### **Roll Call:**

Present at roll call were Chairman Whaley, Trustee Kraus, and Reid.

Also Present: Finance Director Lori Lyons.

### **Approve Minutes:**

Trustee Reid moved, to approve meeting minutes of April 8, 2014;

Seconded by: Trustee Kraus. Motion by voice vote- Ayes: All Nays: None

### **Discussion:**

- **Reviewed Employee Handbook progress**
  - Old Handbook Table contents
  - Developed high level project for future handbook
  
- Draft new table of contents- Lyons
- Draft new handbook section for next meeting October 2<sup>nd</sup>, 5:30 p.m.
  - PTO Policy- Whaley
  - Flex Time & Acceptable Use Policy- Reid
  - Performance Evaluation Policy – Kraus
  - EEOC and Weapons – Lyons
- Lyons to place handbook under document & revision control and send to council members.
- Other Business- Kraus recommended need for accounts receivable view for board. Will hold quarterly budget reviews to address. First budget review October 16<sup>th</sup>, 5:30 p.m.
- Village Clerk to schedule next two finance council meetings: Standard agendas with special topics noted below:
  - October 2<sup>nd</sup> : Employee handbook
  - October 16<sup>th</sup> :Quarterly budget review