

## **ADMINISTRATIVE PROCESS**

**6:00, April 23, 2019**

**Members present: VA Corey Spackey, Mayor Mike Henwood, Chair Debbie Wolfe, Toni Harper, Sue Henwod, Lydia Coakley guest**

- 1. Training period of 480 hours before off probation for all employees, except seasonal.**
- 2. Change to 60 or 90 work days. Count holidays, if worked on those days by sewer and water personnel.**
- 3. The Zoning Committee will monitor and track to see if the Zoning Inspector complies with all the requirements needed to complete the job.**
- 4. The Village is \$10 below all area employees. Because of this concern, we must try to find other ways to compensate our employees.**
- 5. We might look at the Chamber's insurance (Eugene Eusaino) to see if the Village can be put on their policy.**
- 6. We will change the way the employees clock in. Employees will use the computer, instead of the time clock to "clock in".**
- 7. The Street and Sewer employees will use the office computer to put in work codes and orders.**

### **FUTURE THOUGHTS:**

- 1. Connect the sewer plant to the internet and a computer, so that they can clock in and put their work orders and work codes onto a computer.**
- 2. If the above plan works at the sewer department, connect the pool to the internet and a computer, so that the lifeguards can clock in and enter their daily work codes.**
- 3. Workers will not respond to a problem at a residence, until they first have a work order.**

**Adjourned 6:35  
Debbie Wolfe**