

**Personnel & Finance Committee
November 2, 2011**

Chair Tom Kupsche called the meeting to order at 7:27 p.m. In attendance: Trustees Jim Best, and Tim Semo. Also in attendance: President Michelle Kaltenberg, Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra.

Statement of public notice – This meeting was posted and noticed according to law.

Public Comment - none

Approve minutes of October 10, 2011

A Kaltenberg/Best motion carried to approve October 10th minutes of Personnel and Finance.

Personnel Policy Manual

There was discussion regarding sick hours, short term disability, vacation benefits etc. within the personnel policy manual. Administrator Johnsrud said he will look into PTO plans.

Adjourn

A Best/Semo motion carried to adjourn at 8:10 p.m.

Tom Kupsche, Chair
Personnel & Finance