

Melrose Township Board of Trustees Minutes

Special Meeting

December 1, 2015 7:00pm

Call to order: 7:02pm by V. Goodwin

Present: L. Stephens, S. Burr, V. Goodwin, P. Cotanche, R. Hissong Berry

Also present: R. Stark-Behling, V. Urman, R. Peck

Business:

- Township employee Review
If any employee desires to have the meeting go into closed session, please make the request.

The process of evaluation for all employees is a new task the township is developing.

It is an employer responsibility that needs to be implemented.

A draft evaluation form has been presented for all to review.

The employees that will be included are- Assessor, Deputy Treasurer, Deputy Clerk, IT position, Fire Chief, Fire Department Staff, Public Works Supervisor and public works staff.

Who will be responsible for these?

Treasurer will review the Deputy Treasurer

Clerk will review the Deputy Clerk

Supervisor will review : Fire Chief, Assessor, IT position, Public Works Supervisor

Fire Chief will review the Fire Department staff

Public Works Supervisor will review Public Works Staff

- When evaluations are complete they will be presented to the Board and filed in the employee files. The plan for the future is to have evaluations done early November and reported to the Board at the regular December meeting.

Public Comment - None

Adjournment