

Amberley Village Council – Compensation and Benefits Committee  
Minutes of September 23, 2014

In Attendance: R. Warren (Chair), W. Doering (Member), P. Conway (Member), T. Muething, E. Hattenbach, and Manager S. Lahrmer

The meeting was brought to order.

The minutes from the August 13, 2014 were distributed. Two changes were made. The 4<sup>th</sup> paragraph, 3rd sentence was changed from 'Mr. Doering proposed that the existed....' to 'Mr. Doering proposed that the existing ...'. The 7<sup>th</sup> paragraph, 2<sup>nd</sup> sentence was changed from 'The Pool manages the health insurance of member jurisdictions (currently 15 across 8 counties...)' to 'The Pool manages the health insurance of member jurisdictions (currently 16 across 4 counties...'. Ms. Conway moved to approve the minutes, Mr. Doering seconded, and the corrected minutes were approved unanimously.

For the next item on the agenda, Mr. Warren proposed that the Committee initiate a formal review of the Village Manager's performance along the lines of last year's process. The Committee felt the overall format worked both for Council members and the Village Manager. The process would include distributing a standard review form for each Council member to complete and use as a personal guide/note, the Village Manager's goals from last year's review to help guide the review, and the Manager's goals for the upcoming year as well as his accomplishments during the current period. Council would then convene in Executive Session for a formal review, exit from the session, and create a consensus summary. This summary would enter into the Manager's file. Councilmembers prerogative could also include submitting their personal review into the Manager's file. The forms would be updated to cover the period June 2013 thru September 2014. The goal is to complete the review process by December. The Committee also recommended that the next review process should be in August, 2015 and on an annual basis thereafter. See the attached forms referenced above.

The last item on the agenda was a review of the Holiday Gift Cards for employees. Last year the Committee voted to recommend that Council provide \$150 Gift Card/Cash to each employee. Council subsequently voted to provide \$250 Gift Cards/Cash to each employee. Mr. Doering moved that the Committee recommend that Council to approve the allocation of Village funds to provide a \$250 Gift Card/Cash to each employee. Ms. Conway seconded and the Committee approved the motion unanimously.

There be no further business, the meeting was adjourned.

Chair: \_\_\_\_\_  
Ray Warren