

(Personnel Committee (Employee Review Committee))

From: Hazel Heyn (heynsite@gmail.com)

To: benzoniam9981@att.net

Cc: theflynns722@gmail.com

Date: Saturday, February 11, 2023 at 06:40 PM EST

Village of Benzonia
Employee Review Committee (Personnel)
February 8, 2023
Please proof, make corrections.

Members present: Flynn, Hafer and Heyn

Call to Order: 10 a.m.

Purpose of meeting: Hiring an Assistant Superintendent and any items related to Personnel.

An advertisement will be placed in the "Help Wanted" section of the Record Patriot Newspaper, Frankfort, MI. (See copy)

Personnel wage increases discussed. More information needs to be requested prior to finalization.

Discussion of hiring a Deputy Treasurer/Deputy Clerk. This would be one-person with dual duties, 4 hours per week. Wages to be determined.

These two positions, whose duties are many, have multiplied over the years making it near impossible to hire anyone who has not worked in government reporting. (State and Federal, payroll, tax deposits etc.) Unexpected illness or retirement would like wise be crippling to the Village.

Meeting adjourned 1:10 pm.

Notes taken by Heyn.

Draft: February 11, 2023

Approved 3/6/23