

Minutes of the Administration Committee Friday October 26th, 2018 4:30 p.m.

Meeting was called to order by Administration Committee Chair, Miriam Leavitt

Committee members present: Eric Stowell, and Elizabeth Manian

Others present: Joe Huiras

The committee discussed proposed changes to time card submission and approval.

Motion made by Miriam to recommend to the full board that all time cards be signed and approved by a supervisor and be presented to the board as budget information at each village board meeting.

Motion seconded by Eric Stowell

Proposed changes to the village staff insurance coverage was discussed.

Motion made by Miriam Leavitt to recommend to the full board that we switch insurance plans to the one chosen by the majority of the employees at the admin meeting on 10/22/18. The employees have chosen the Alternate plan.

Motion seconded by Eric Stowell

Motion made by Eric Stowell to adjourn the meeting at 4:41

Motion seconded by Beth Manian

Meeting Adjourned

Respectfully submitted by Miriam Leavitt

10/26/18