

**VILLAGE OF WAUSAUKEE**  
**HEALTH & WELFARE & PERSONNEL COMMITTEE MEETING**  
*(COMMITTEE MEMBERS: JULIE PARKANSKY, JEFF TOWNSEND, & ROSIE FIGAS)*  
**WEDNESDAY, FEBRUARY 3<sup>rd</sup>, 2010**  
**WAUSAUKEE VILLAGE HALL**  
**428 HARRISON AVENUE**

**6:00 PM**

**MINUTES**

1. Call to Order – Chairperson Julie Parkansky called the meeting to order at 6:03 pm. Committee members in attendance were Jeff Townsend and Rosie Figas. Also present was Village Treasurer Sara Pullen.
2. Approval of Agenda – Figas made a motion seconded by Townsend to approve the agenda as printed. Motion carried.
3. Audience to Anyone Wishing to Speak – None.
4. Discussion/Action – Employee Handbook VII Work Practices – Figas noted that the Village does not have a sensitivity or ADA training requirement in the handbook. She stated that in speaking with Marge Christ, it was mentioned that all of the training a new employee receives should be part of a checklist. The Committee would like to add a checklist as an addendum to section VII “Conduct at Work” that would include job training as well as sensitivity and ADA training. Figas asked Townsend if he could get a sample checklist from Christ before the next Committee meeting. She stated that the goal at the next Personnel Committee meeting should be to create a checklist that includes a sensitivity training requirement.
5. Discussion/Action – Set a Date for Sensitivity & ADA Training – The Committee would like to hold the sensitivity and ADA training after the spring election to include the new Board member. Clerk Toshia Ranallo and/or Treasurer Pullen will gather information on programs that could be held at the Village Hall as well as on-line courses, and convey the information to Chairperson Parkansky. The issue is tabled until the February 10<sup>th</sup> Board meeting.
6. Motion to Adjourn – Townsend made a motion seconded by Figas to adjourn at 6:32 pm. Motion carried.

Posted on (February 4, 2010)  
At (12:00 PM) by (SP)