

# ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 6/10/24 Time: 6pm

In Attendance: Craig Warner, Dean Babcock, Jessica Susor, Rob Myerholtz, Brittany Klockowski, Howard Lashuay

- Stephanie has finished 2025 estimated budget and reviewed with committee.
- Discussion on pay schedule along with DOL salary threshold. Ms. Susor expressed concern over calculating fiscal office/clerk hours and would it be accurate knowing where the threshold is. Hours will begin to be tracked for the summer months so we can begin discussing this in the fall before appropriations are due,
- Conducted grant writer interview with Kristi Galarza from GEM Consulting. Committee recommending to proceed with drafting a contract along with a background check to proceed on working Paul Skaff will review the proposal submitted.
- Reviewed ADT quote for village hall security. Proposing safety committee to look at both quotes to make a determination. We would have to reappropriate money from the general fund and add an additional line item for “security to use the PEP Grant to offset the cost. Safety committee will decide which of the two quotes is best and present to council.
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## Actionable Items

*Please provide a list of actionable items for the council agenda.*

- Approve Estimates revenue budget certificate
- Proposing to allow Mr. Zack Schmidt to pursue a grant opportunity that would meet his Graduate School class requirements.