



**VILLAGE OF FRUITPORT
PERSONNEL COMMITTEE MEETING MINUTES
MARCH 8, 2024**

1. Call to Order – Chairperson Rothenberger called the meeting to order at 9:00 a.m.
2. Attendance – Personnel Committee Members present: Carl Rothenberger, Personnel Committee Chairperson and Roger Vanderstelt, Village President. Amy Haack, Village Clerk, and Jacob Griffis, DPW Supervisor, were present at the request of Personnel Committee to offer input into selection process.
3. Public Comment – No public comment was made.
4. Personnel Manual Updates – Rothenberger motioned and Vanderstelt approved updating the Personnel Manual to state that an employee(s) working 32 or more hours per week is considered full-time employment and eligible for all benefits offered regarding full-time employment.
5. Interviews for DPW Teammate Position:
 - a. 9:00 a.m. Candidate Interview – the candidate was a no show.
 - b. 9:45 a.m. Candidate Interview – the interview was conducted.
 - c. 10:30 a.m. Candidate Interview – the candidate was a no show.
 - d. 11:15 a.m. Candidate Interview – the interview was conducted.
 - e. 12:00 p.m. Candidate Interview - the interview was conducted.
6. Candidate Discussion – Rothenberger, Vanderstelt, Haack, and Griffis discussed the qualifications of each candidate based on their experience, interview, and other relevant information. Rothenberger motioned and Vanderstelt supported recommending to Council to offer the full-time permanent DPW team member position to top candidate. The top candidate will be offered the position at an hourly wage of \$17.00 and after successful completion of the 120-day probation period that hourly wage will increase to \$17.50 with an employment start date of April 1, 2024, or thereabout. Motion carried.
7. Public Comments – No public comment was made.
8. Adjournment – The meeting adjourned at 1:30 p.m.

Respectfully submitted,
by Amy Haack, Clerk