

VILLAGE OF ELMWOOD
BOARD OF TRUSTEES
December 10, 2019 – 7:00pm
SPECIAL BOARD MEETING MINUTES Corrected
Meeting Held at Elmwood Village Hall

The meeting was **CALLED TO ORDER** at 7:00pm. Chairperson Miki Bruns Stated that a current copy of the Nebraska Open Meetings Act was posted. **Roll Call** was answered by Becky Kicak, Angela Lancaster, and Miki Bruns. David Ernst and Pat Wray were absent.

Bruns stated that the special meeting was called to discuss whether the board would rehire Connie Carlton or if the board will let her go. Bruns stated that Carlton had not reported to work since last Thursday. She also stated that per the Village lawyer, she is no longer employed unless rehired into a new position. Bruns stated that she felt Carlton would likely not answer to the new clerk very well and that with the new payroll and tax services two clerks weren't needed.

Kicak stated that she didn't feel there was a need for a second clerk and that a review of Carlton's job performance wasn't needed because she was not reappointed as Clerk/Treasurer. Bruns also stated that per the lawyer another review was not needed because she was not reappointed. Bruns stated that in the employee handbook the hours were set at 29 per week and that hours have been stretched for an extended period.

Discussion was had about her time off and sick leave. Per the employee handbook sick leave isn't paid upon termination, but vacation is.

It was stated by Bruns that if Carlton is not rehired into a position during this meeting, Carlton was to provide the letter she has stating what items in the office are hers. She will not be allowed to remove anything from the office without said letter. Lancaster stated that she was made aware that Carlton was also in possession of a hard drive that belongs to the Village and that needs to be returned.

At 7:12pm David Ernst entered the meeting.

Kicak stated that by not having two clerks it would save the Village around \$40,000/year. Bruns stated that the clerk could work 29 hours a week if needed.

A motion was made by Kicak, seconded by Lancaster, to not retain Connie Carlton for any position. RCV: Yes: Kicak, Lancaster, Bruns. No: Ernst. Motion approved 3-1.

A motion was made by Kicak, seconded by Lancaster, to pay Carlton her 40.07 hours of accumulated vacation time. RCV: Yes: All. Motion approved 4-0.

Bruns stated that the Village Attorney would send a letter to Carlton explaining she needs to return the hard drive, present a letter stating what is her property in the office and that she isn't allowed to take anything from the office until such time, and that she will get paid out for her unused vacation time.

Without any further business to discuss the meeting was **adjourned** at 7:18pm

X *Miki Bruns*

Miki Bruns
Chairperson

X *Kristen Janssen*

Kristen Janssen
Clerk/Treasurer