

**MINUTES
POLICIES & PROCEDURES BOARD**

MARCH 5, 2019

The meeting was called to order by Chairperson, Shawn Reinke at 2:00 p.m. Member Renee Eckerly, City Administrator was present. Paul Wegner, Chief of Police was also in attendance.

There were no minutes presented for approval.

POLICE SECRETARY/BOOKKEEPER POSITION INTERVIEWS

The City received 12 applications for the position of full time Police Secretary/Bookkeeper. The applications were scored and 6 candidates were interviewed.

The interview team recommended to offer the position to Stephanie Serocki at Grade 5, Step 3 (\$17.00) on the 2019 SAFE scale, Mrs. Serocki is to be hired above the Step 1 due to her training and clearances in law enforcement, to place Kaitlin Leither on an eligibility list, and recommend such to the City Council.

There being no further business, the meeting was adjourned.