

**Personnel/Insurance Meeting**  
**10-28-2014**

**Where:** Twp. Office - Green Acres Road.

**When:** 4:00 PM.

**Who Present:** Bill Bingham, Bruce Petersen and John Ollila

**Discussion Points:**

- Went over the employee Handbook – pages 13 through page 20 (Workers Compensation). Removed some redundant parts and changed some text to make it more understandable. John will shorten up the section titled “Vacations” on page 14.
- Bruce will type in the changes to the manual that the Comm. recommended at today’s meeting so they can be handed out at the next meeting..

John moved for adjournment.

Adjourned at 5:30 PM

Respectfully submitted:

Bruce Petersen  
Township Supervisor