

**Administrative Process Committee for the Village of Bremen
Minutes - March 13, 2020**

Meeting was called to order at 7 p.m. with Chairperson Toni Harper, Committee members Debbie Wolfe and Tad Moyer, and Mayor Anthony Taylor. Councilwoman Connie Moyer also attended.

Toni brought up the suggestion that Council now meets only once a month, and meetings should be limited in time. It was suggested that comments from the public be limited to 3 minutes.

The Committee reviewed Sections 9.5 through 9.19 and Section 13.1 through 13.6 of the Employee Handbook and suggested changes.

A change in hours for the Administrative Assistant were discussed. No action was taken at the present time.

The meeting was adjourned at 9 p.m. upon a motion by Tad Moyer.

Toni J. Harper