

Village of Chapin
Personnel Committee
February 19, 2021

The meeting was called to order by Acting Village President Leslie Forsman at 5:00pm with the following members in attendance: Mary Rae Brockhouse, Leslie Forsman, and Loren Hamilton. Also present were Village Treasurer Wendy Bridgewater and interview candidate Frances Barber.

This meeting was expressly for interviewing Mrs. Barber and was closed for that purpose.

Acting Village President Leslie Forsman welcomed Mrs. Barber to the area and introduced her to the others in attendance. After that, Mrs. Barber shared some of her personal background and her qualifications for the position of Administrative Assistant with the Village. She also shared several potential references and their contact information. Several questions were asked regarding assorted skills and how Mrs. Barber might deal with customer complaints, etc. Mrs. Barber answered confidently and completely.

The interview was completed and Mrs. Barber left at 5:58pm.

The personnel committee and Treasurer Bridgewater were all favorably impressed with Mrs. Barber and will bring their recommendation to the Village Board at the March 9, 2021 meeting.

The meeting was adjourned at 6:00pm

Respectfully submitted,

Leslie Forsman