



Village of *JUSTICE*

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**Village of Justice
President and Board of Trustees
NOTICE OF OPEN MEETING
PROCESSES AND PROCEDURES REVIEW
TUESDAY APRIL 24, 2018
6:30 PM**

Agenda:

Roll Call of Elected Officials

Project / Committee	Component	Update	Next Steps	Follow-up
Village filed Liens Building Committee / Finance Committee / Administration Committee	What types of liens are filed?	Not Started	• To begin 4-24-18	
	When are liens filed?	Not Started	• To begin 4-24-18	
	How are monies collected from homeowners when liens have been filed	Not Started	• To begin 4-24-18	
	Who manages the financial transactions with property owners or banks?	Not Started	• To begin 4-24-18	
Hiring of Temporary Staff Administration Committee / Finance Committee	When are temporary workers needed?	Not Started	• To begin 4-24-18	
	When should overtime vs. temporary help be used?	Not Started	• To begin 4-24-18	
	How is the rate of pay determined for temporary help?	Not Started	• To begin 4-24-18	
	What, if any return on investment is needed for temp help?	Not Started	• To begin 4-24-18	
Lipinski Center Processes Administration Committee / Finance Committee/ Building Committee	Rental agreement review from a revenue stream	Agenda discussion for 4-24-18	• To begin 4-24-18	
	Costs associated with Center management	Agenda discussion for 4-24-18	• To begin 4-24-18	
	Cleaning costs, Cleaning Supplies, Utility costs	Agenda discussion for 4-04-18	• To begin 4-24-18	

- Any other matters before the committee

ADJOURN