A. **Call to order:** Chairperson Isaacs called the Administration and Finance committee to order at 7:23pm

B. **Moment of silent meditation followed by the pledge of allegiance:** Chairperson Isaacs asked all to stand for a moment of silent Meditation followed by the pledge of allegiance.

C. **Roll Call:** The Village Clerk was asked to read the roll call sheet. The following were noted as present/absent:

- **Present:** Roxanne Isaacs, Chairperson
- Harold E Mathis, Jr., Vice Chairperson was late
- Mayor Claudia Cubillos, Member

- **Also Present:** David Rosemond, Village Manager
- Yenise Jacobi, Village Clerk

- **Absence:** None

D. **Approval of agenda:** Mayor Cubillos moved that the agenda be approved as presented with additions. Councilperson Mathis, Jr. seconded the motion. The motion carried unanimously.

E. **Approval of minutes:** Minutes for Administration & Finance Committee meeting of May 10th were motioned to be approved by Mayor Cubillos, second by Councilperson Mathis, Jr.

F. **Good & Welfare:** None noted.

G. **Agenda item(s):**
   - G1. Police Presence in meetings.
   - G1a. Chair Isaacs stated that due to what was going on around our Country we should have police presence in every meeting from now on.
   - G2. Social Media
   - G2a. Chair Isaacs stated that we need to enforce that the opinion of the Village staff that is representing the Village not to post negative opinions that can be perceived as that of the point of view of the village. update by the next Administration & Finance. Also Financial Audits are done.
   - G3. Part time Employee
G3a. Manager Rosemond stated that he can't proceed with the hiring of the part time employee as of yet because he is waiting to the budget is passed.

G4. Village Clerk Contract
G4a. Mayor Cubillos stated that since the money was not allocated as of yet for the Clerk to become full time that the contract be placed on hold until after budget hearing had been passed.

G5. Police Money Allocation
G5a. Mayor Cubillos questioned where has the Police Money been allocated?

G. Good & Welfare: NONE noted.

H. Adjournment: Chairperson Isaacs moved that the Administration and Finance committee meeting be adjourned. Vice Chair Mathis seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:13pm.
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<thead>
<tr>
<th>Item#</th>
<th>ACTIVITY • GOAL • PROJECT</th>
<th>INITIATOR</th>
<th>START</th>
<th>END</th>
<th>STATUS</th>
<th>EXPENSE</th>
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<tbody>
<tr>
<td>1</td>
<td>Millage rate due to Property Appraisal</td>
<td>Budget 2016</td>
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<td>ongoing</td>
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<td>2</td>
<td>First Budget Hearing</td>
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<td>9/1/2016</td>
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<td>3</td>
<td>Final Budget Hearing</td>
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<td>4</td>
<td>Schedule Ethics Workshop</td>
<td>Clerk</td>
<td>12/1/2016</td>
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<td>After 2016 Elections</td>
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<td>5</td>
<td>Lobbying Updates</td>
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<td>RFQ September</td>
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<td>6</td>
<td>Review of Actual Financials</td>
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<td>June Regular meeting requested it be done here?</td>
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