



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

## **PERSONNEL & COMMUNICATIONS COMMITTEE MEETING AGENDA**

**Tuesday, December 8, 2015**

**7:00 p.m.**

**Maple Park Civic Center  
302 Willow Street, Maple Park, IL**

- 1. CALL TO ORDER / ESTABLISHMENT OF QUORUM**
- 2. PUBLIC COMMENTS** – *Any resident wishing to address the Board may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*
- 3. APPROVAL OF PERSONNEL COMMITTEE MINUTES**
  - November 10, 2015
- 4. REVIEW OF EMPLOYEE HANDBOOK**
- 5. ADJOURNMENT**

### Committee Members

Trustee Dries, Chair  
Trustee Dalton  
Trustee Goucher  
Trustee Massa



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## PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

**Tuesday, November 10, 2015**

**7:00 p.m.**

**Maple Park Civic Center  
302 Willow Street, Maple Park, IL**

### 1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman JP Dries called the meeting to order at 7:00 p.m.

Deputy Clerk Cheryl Aldridge called the roll call and the following Committee Members were present: Trustee JP Dries, Trustee Kristine Dalton, Trustee Luke Goucher, and Trustee Valerie Massa.

Others present: Deputy Clerk Cheryl Aldridge.

### 2. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*

None.

### 3. APPROVAL OF PERSONNEL COMMITTEE MINUTES

- October 20, 2015

Trustee Goucher made a motion to approve the Personnel Committee Minutes from October 20, 2015, seconded by Trustee Massa. Motion carried by roll call vote. Aye: Dries, Dalton, Goucher, and Massa. Nay: None. Absent: None. (4-0-0)

### 4. REVIEW OF EMPLOYEE HANDBOOK

The committee discussed the employee handbook. The draft version was reviewed on the overhead to accept changes from the attorney's office and to make any additional modifications. This discussion will be continued at the next committee meeting.

### 5. ADJOURNMENT

Trustee Massa made a motion to adjourn the meeting, seconded by Trustee Dalton.  
Motion carried by voice vote.

Meeting adjourned at 8:28 p.m.

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Cheryl Aldridge  
Deputy Clerk

Committee Members

Trustee Dries, Chair  
Trustee Dalton  
Trustee Goucher  
Trustee Massa

DRAFT