



# Village of Maple Park

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

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## PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, July 12, 2016

7:00 p.m.

Village of Maple Park

302 Willow Street, Maple Park, IL, 60151

### 1. MEETING CALL TO ORDER AND ROLL CALL

Chairman JP Dries called the meeting to order at 7:10 p.m.

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Trustee JP Dries, Trustee Kristine Dalton, Trustee Luke Goucher and Trustee Brandon Harris.

Others present: Village Clerk Liz Peerboom.

### 2. APPROVAL OF MEETING MINUTES

- April 12, 2016
- April 19, 2016
- May 10, 2016

Trustee Dalton made a motion to approve the minutes from the April 12, 2016, April 19, 2016 and May 10, 2016 meetings, seconded by Trustee Goucher. Motion carried by voice vote.

### 3. REVIEW CMJ TECHNOLOGIES – Agreement Expires in November

- Review level of service
- Continue current program
- Any new recommendations to consider, prepare for in upcoming budget year in regards to equipment and software

Trustee Dries went over the current level of service and the Committee agreed that CMJ is providing satisfactory service.

The Committee then discussed different IT needs. Trustee Dries suggested getting quotes from CMJ for what they think needs to be replaced for the next budget and also discuss with them different types of email services.

Trustee Dries will contact CMJ and ask them to give some suggestions on updates to the equipment and services.

#### **4. FOLLOW-UP: KRUEGER & ASSOCIATES START UP AND PROCESS**

- Account Temps close out

Village Clerk Liz Peerboom advised that Account Temps was done and that Krueger was in the process of training. She also advised that the training is going slow. After a brief discussion, the Committee decided to keep an eye on the situation and discuss it at the next meeting.

#### **5. FOLLOW-UP : NMH HEALTH SERVICES**

Trustee Dries discussed the possibility of budgeting for Body Armor for the police department. Consensus was that the police department needs body armor. Trustee Dries will talk to Jeff Ramirez about a discounted rate on body armor. Trustee Harris suggested having a fundraiser for body armor for the police.

Trustee Dalton suggested having the kids at the drop in center make items to sell at Fun Fest to go toward body armor. She also suggested trying to get a grant for body armor. Trustee Dalton also talked about the ride for the Dallas Police Officers. She said that networking with other communities is important. She will look in to getting a table at Fun Fest.

Consensus was that staff is happy with NMH Services and the costs are reasonable.

#### **6. NEW PROJECTS**

- Annual Performance Reviews – Deadline 12/1/16

Trustee Dries advised that using performance reviews was put into the handbook, so he set the deadline of December 1<sup>st</sup> to get them done.

Trustee Harris suggested getting a template. Trustee Goucher suggested having the supervisor put down goals for the employees and put that in the template.

Trustee Harris said that it would be good to see what other entities are doing and ask the supervisors what they think should go into a review.

- Job Descriptions

Trustee Dries said that he will put something together for the IT and Accounting job descriptions and Liz will work with Public Works and the Police Department for job descriptions.

- Other

The committee briefly discussed the proposal from MGD Water Solutions.

## **7. ADJOURNMENT**

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

Meeting adjourned at 8:12 p.m.

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Liz Peerboom, CMC  
Village Clerk

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