



# Village of Maple Park

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

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Approved by the Personnel  
Committee on October 20, 2015.

Received & Filed by the Board of  
Trustees on 3/1/16.

## PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, September 15, 2015

7:00 p.m.

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

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

Chairman Dries call the meeting to order at 7:02 p.m.

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

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

- August 11, 2015

Trustee Massa made a motion to approve the committee meeting minutes from the August 11, 2015 meeting, seconded by Trustee Goucher. Motion carried by roll call vote.

### 4. DISCUSSION OF IT TECH POSITION OPENING

Trustee Dries updated the Committee on the search for an IT Administrator. There were over 25 resumes received by the Village. Trustee Dries has reviewed the resumes and also contacted an IT Provider, CMJ Technologies from Sycamore. After a brief discussion the Committee decided to meeting with a representative from CMJ Technologies at the next Committee Meeting. Trustee Dries will contact CMJ Technologies to set up that meeting time.

### 5. DISCUSSION OF BLACKBOARD CONNECT SURVEY

The Committee reviewed the results from a survey regarding the Blackboard Connect Service. It was decided that a policy would be drafted to limit the use of Blackboard

Connect. The policy will allow use of the service for Village Activities and Emergencies.

**6. DISCUSSION OF EMPLOYEE HANDBOOK**

Trustee Dries updated the Committee on the employee handbook. He has updated the Village's current handbook with the handbook from Earlville. They have had multiple revisions and seem to be updating it frequently. The Committee discussed several items that have been updated and will continue to review it before sending it to the Attorney and then on the Board for approval.

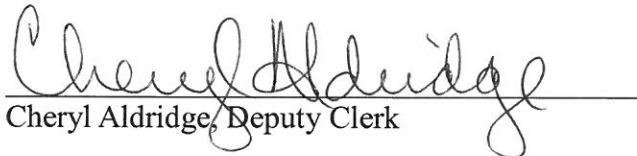
**7. DISCUSSION OF OTHER UPCOMING PROJECTS**

The Committee briefly discussed drug testing for employees.

**8. ADJOURNMENT**

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

Meeting adjourned at 7:45 p.m.

  
Cheryl Aldridge, Deputy Clerk

Committee Members

Trustee Dries, Chair  
Trustee Dalton  
Trustee Goucher  
Trustee Massa