



Village of Maple Park

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Approved by the Personnel
Committee on 7/12/16.
Received and Filed by the Board of
Trustees on 8/3/16.

PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, April 12, 2016

7:00 p.m.

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

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

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

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Trustee JP Dries, Trustee Valerie Massa, and Trustee Kristine Dalton.

Others present: Village Clerk Liz Peerboom.

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

- February 9, 2016

Trustee Massa made a motion to approve the Personnel Committee minutes from February 9, 2016, seconded by Trustee Dalton. Motion carried by voice vote.

4. DISCUSSION OF VILLAGE ACCOUNTANT POSITION

Village Clerk Liz Peerboom advised that the Village Accountant job was posted on the IML Website, Chicagojobsonline.com, on the village website, on the village's Facebook page, and was sent to Metro West and the Northwestern Illinois Municipal Clerk's Association for distribution.

The Committee discussed several different options such as splitting the job into two part-time jobs. Trustee Dalton asked Clerk Peerboom if she would be willing to take on more hours. Clerk Peerboom advised that she had already advised the Village President that she would take on more hours temporarily until someone is hired. Trustee Dalton asked if she would be willing to go full-time if a part-time accounting clerk was hired and Lauterbach and Amen did the quarterly reporting, general ledger, bank statements, audit and budget. Ms. Peerboom advised that she would be willing to go full-time and split the duties so there would be separation and accountability.

Clerk Peerboom advised that she and the Village Accountant were having a meeting with the Village President and would discuss the suggestion and come back to the Committee with the final solution.

5. REVIEW OF EMPLOYEE HANDBOOK

Trustee Dries discussed performance reviews. Trustee Dalton said that she would like the reviewer to give the employee a score and the score correlates to the percentage increase. Trustee Dries said that he doesn't think the Board should see a performance review. Trustee Dalton would like to see the score manage the percentage increase and if the employee scores below a certain number they would not get a raise. Trustee Massa would like to see cost of living raises across the board, but also have a merit raise on top of that cost of living raise.

Consensus was to move the handbook to the full board for review.

6. REVIEW OF COMMUNICATION POLICY

Trustee Dries distributed the draft policy for the Committee's review. He advised that Blackboard Connect is still not cooperating with the village regarding the phone act.

Trustee Dries also discussed taking non-profits out of the approved list.

Trustee Massa suggested changing to paper water bills so there would be more room to add events and announcements. Consensus was that this would be too costly.

Consensus was to table the communication policy until next month.

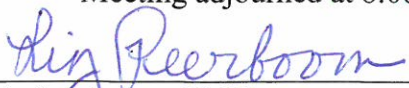
7. DISCUSSION OF DRUG TESTING COMPANY

Trustee Dries distributed a list with quotes from three drug testing companies. The committee reviewed and discussed the quotes. Consensus was to recommend Northwestern to the full Board for approval.

8. ADJOURNMENT

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

Meeting adjourned at 8:06 p.m.



Liz Peerboom, CMC
Village Clerk

Committee Members

Trustee Dries, Chair Trustee Goucher
Trustee Dalton Trustee Massa