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

Village Hall: 815-827-3309
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PERSONNEL & COMMUNICATIONS COMMITTEE MEETING AGENDA

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**

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**

   - August 11, 2015

4. **DISCUSSION OF IT TECH POSITION OPENING**

5. **DISCUSSION OF BLACKBOARD CONNECT SURVEY**

6. **DISCUSSION OF EMPLOYEE HANDBOOK**

7. **DISCUSSION OF OTHER UPCOMING PROJECTS**

8. **ADJOURNMENT**

Committee Members
Trustee Dries, Chair
Trustee Dalton
Trustee Goucher
Trustee Massa

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PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES
Tuesday, August 11, 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 7:05 p.m.

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

Others present: Village Clerk Liz Peerboom and Trustee Terry Borg.

DRAFT

2. MOTION TO APPROVE RULES FOR PUBLIC COMMENT

Trustee Goucher made a motion to approve the rules for public comment, seconded by Trustee Dalton. Motion carried by voice vote.

3. 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.

4. APPROVAL OF PERSONNEL COMMITTEE MINUTES

- July 21, 2015

Trustee Goucher made a motion to approve the committee meeting minutes from the July 21, 2015 meeting, seconded by Trustee Dries. Motion carried by voice vote.

5. DISCUSSION OF NEW DRUG TESTING COMPANY

Trustee Dries advised that he heard back from 2 of the 3 vendors. No MRO for Quest, but can be added at a cost of $20 each drug screen. Kish Health System does include an MRO, but they have limited hours. Post accident would most likely be taken to the ER.

The Committee discussed going with Kish Health System for now and then after the Employee Handbook is updated and the committee knows what the future needs are. The Committee then discussed possibly needing after hours testing in case of an accident.

Trustee Dalton suggested looking at the DOT guidelines.

Trustee Goucher recommended sending the new officer to Kish Corporate Health for a one-time drug testing and move on to updating the employee handbook before moving forward with a decision on DOT testing and after hours testing.

6. DISCUSSION OF IT TECH POSITION OPENING

The Committee discussed whether or not at the last meeting they had decided to go with a company or an individual.

Trustee Dries advised that Trustee Higgins gave some insight on pros and cons of going with a company or an individual. Trustee Dalton was concerned about going with a company because more people would have access to confidential data.

Trustee Dalton said she can make some calls and get more information.

Trustee Goucher said that the Committee needs to put together a job description before going forward with a decision.

DRAFT

Consensus was that the Village Clerk will put an ad in the paper for an employee and see what kind of response comes in. The Committee discussed Monster and Indeed.com. Trustee Dries will contact the IT Director at Kaneland School District for input.

The Committee also discussed the need to decide on a 5-panel or 10-panel drug tests.

7. DISCUSSION OF BLACKBOARD CONNECT POLICY

The Committee discussed whether to keep the program as is or to use only for emergencies. Trustee Dalton said that she feels that it keeps the residents connected with what's going on and residents do have the option to opt out if they want.

Trustee Goucher said that he is tired of getting all the calls.

Trustee Borg said that he thought the Committee needed to know the history of why the Board decided to use a call out system. He advised that in 2008 there was a huge flood in the village and at a public meeting it was brought up that the village needed a mechanism to contact residents. Trustee Goucher advised that although he doesn't really like getting all the calls, he is happy that there is no longer a newsletter.

Trustee Borg said that the Board needs to decide what the purpose of Blackboard Connect is and decide what to do from there.

The Committee discussed whether to go with social meeting only for non-emergency messages. Trustee Dries suggested limiting the use.

Trustee Dalton said that she thinks that the Board needs input from the users. Trustee Goucher suggested having a Blackboard Connect survey. Clerk Peerboom said that she could do a survey monkey and send out a call asking residents to complete the survey.

Trustee Dalton asked if a survey could be left at the bank and completed surveys picked up every day. Trustee Goucher said he would like to see what the response from Blackboard Connect is before leaving surveys around town.

Trustee Dries asked the committee to put together questions and send to the Clerk.

8. DISCUSSION OF EMPLOYEE HANDBOOK

The Committee discussed job descriptions. Trustee Goucher suggested asking the Police Chief and the Public Works Director to put together job descriptions.

The Committee then discussed a Village Administrator position.

The Clerk will send the employee handbook to the committee members in Word format so that they can make changes to be approved by the committee.

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9. DISCUSSION OF OTHER UPCOMING PROJECTS

None.

10. ADJOURNMENT

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

Meeting adjourned at 8:15 p.m.

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Liz Peerboom, CMC
Village Clerk

Committee Members
Trustee Dries, Chair
Trustee Dalton
Trustee Goucher
Trustee Massa