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, November 10, 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**

   - October 20, 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, October 20, 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.

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

Others present: Trustee Chris Higgins, Michael King, and Chad Jewett from CMJ Technologies, and Village Clerk Liz Peerboom.

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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

- September 15, 2015

Trustee Goucher made a motion to approve the Personnel Committee Minutes from September 15, 2015, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Dalton, Goucher. Nay: None. Absent: Massa. (3-0-1)

4. PRESENTATION BY CMJ TECHNOLOGIES

Chad Jewett, President of CMJ Technologies talked about his company which provides outsourced IT support. He discussed "managed services" in which they would provide the maintenance for all of the computers and the server in the village. Trustee Goucher asked if it was hardware and software maintenance. Mr. Jewett advised that the monitoring happens 24/7 remotely and will tell them if there is a problem that they need to deal with. This package would also include the "patching" which is the software updates. He also added that if necessary a technician could be to the site within 20 minutes. Trustee Dries asked about the help desk turn around. Mr. Jewett advised that from 9-5 the phone is answered right away, but at other times a ticket would be entered and a response would be less than one hour.

Trustee Goucher asked about help desk billing. Michael King discussed escalation. Trustee Higgins asked how many technicians work for the company. Mr. Jewett said that they have three technicians at this time.

Trustee Higgins asked about security, and asked if the employees of CMJ would be willing to sign non-disclosure agreements and submit to background checks.

Trustee Dries asked about managing the webmail. Mr. Jewett advised that they would recommend getting away from the webmail and going with something else.

Trustee Dries discussed the computer inventory and Mr. Jewett said that the computers on the list will be covered by anti-virus software.

Trustee Dalton asked if their company carries workers comp for their employees. Mr. Jewett advised that their employees are covered and the village would not be liable for that kind of thing.

Trustee Dries asked about a termination fee. Mr. Jewett advised that the contract is a one year term and after that the contract is every 60 days, and there is no termination fee.

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Trustee Goucher asked about price increases. Mr. Jewett advised that there have only been two price increases since he started the company.

The committee discussed blocks of time and billing.

Trustee Higgins asked about patches. Mr. King advised that they mostly do remote patches for Microsoft, but for service packs they would do that onsite.

Mr. King and Mr. Jewett left the meeting at 7:55 p.m.

The committee discussed the company and what they could provide to the village. They agreed that the protection that this company will be giving the village far outweighs the cost.

Trustee Goucher made a motion to move this agreement to the Board for approval, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dalton, Goucher, Dries. Nay: None. Absent: Massa. (3-0-1)

5. FINAL REVIEW OF EMPLOYEE HANDBOOK

The committee discussed changes to the employee handbook. Trustee Dalton said that she really would like to see performance evaluations and merit raises implemented.

The committee also discussed the reporting structure.

Trustee Goucher asked if there was a human resources professional that could look at this from an HR prospective. He added that the Village Attorney would look at it from a legal point of view and not an HR point of view.

Trustee Dalton asked if there could be a section added about "whistle blowers". Trustee Dries advised that that is a federal law.

Trustee Dries advised that they did add 3 paid days off for a funeral. Trustee Dalton asked that it be revised to clarify that the time off is paid.

Trustee Dries advised that a 9 panel drug screening is not supported by the FDA. Trustee Dalton will make a phone call to find out if the 10 panel drug screening is supported by the FDA.

The committee decided to have the Village Attorney look over the document before it is approved by the full Board in December.

6. ADJOURNMENT

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

Meeting adjourned at 8:17 p.m.

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Liz Peerboom, CMC
Village Clerk

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