



# Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.org>

## PERSONNEL COMMITTEE AGENDA

Tuesday, January 21, 2020

7:00 P.M.

Maple Park Civic Center

302 Willow Street, Maple Park, Illinois

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

2. **PUBLIC COMMENT** – *Any resident wishing to address the Committee may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings,”* handout. Please complete a speaker request form and submit it to the Village Clerk prior to the start of the meeting.

### 3. APPROVAL OF MEETING MINUTES

- December 17, 2019

### 4. FISCAL YEAR 2021 BUDGET

- Budget Format
- Status of Staffing Study
- Additional Items to be Considered as Part of the Budget Process

### 5. OTHER ITEMS

- Update on Employee Handbook
- New Topics for Discussion

### 6. ADJOURNMENT

#### Committee Members:

Suzanne Fahnestock, Chair

Trustee JP Dries

Trustee Brandon Harris

Trustee Jen Ward



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## PERSONNEL COMMITTEE MINUTES

Tuesday, December 17, 2019

7:00 P.M.

Maple Park Civic Center

302 Willow Street, Maple Park, Illinois

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

Chairman Fahnstock called the meeting to order at 7:00pm and asked for a roll call.

Acting Village Clerk Terri D'Amato called the roll and the following committee members were present: Trustee Fahnstock, Trustee Dries, and Trustee Ward. Trustee Harris was absent.

Also present were Village Administrator Dawn Wucki-Rossbach and acting Village Clerk Terri D'Amato.

### 2. PUBLIC COMMENT – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings,”* *handout. Please complete a speaker request form and submit it to the Village Clerk prior to the start of the meeting.*

None heard.

### 3. APPROVAL OF MEETING MINUTES

- November 19, 2019

Motion by Trustee Ward with 2<sup>nd</sup> by Trustee Dries to approve the minutes as read. Motion carried with voice vote.

### 4. OTHER ITEMS

#### a. Update to the Employee Handbook

##### i.) Drug Free Workplace

Administrator Wucki-Rossbach reviewed the proposed changes in the handbook regarding the upcoming changes to the state laws regarding cannabis use and possession regarding the employees as well as the police department officers.

##### ii.) Job Classification – Immediate Supervisor Reporting

Code Enforcement Officer – Question regarding which department CEO should report to – Public Works or Police Chief. After discussion, consensus was to have CEO report to both with dotted line to both Public Works and Police Chief.

- iii.) ADA Language  
With only 3 FTE, FMLA and ADA are eligible to those employees.
- iv.) Appendix 1 – Reporting Structure  
Suggested changes made to include Village Administrator position and update the reporting structure as such.

Additionally, Village Accountant will be titled as “Village Treasurer” per the Municipal Code.

Trustee Fahnestock asked for clarification between the definition of “Hourly FTE” vs “Continuous”. Administrator Wucki-Rossbach explained the difference is employees that work full time on a seasonal basis would be considered “Continuous.”

Page 4 Clarification – Village Clerk and Treasurer will be amended to read “appointed” rather than “elected.”

## 5. ADJOURNMENT

Having no further business to discuss, motion by Trustee Dries with 2<sup>nd</sup> by Trustee Ward to adjourn. Motion carried by voice vote.

Meeting adjourned at 7:32pm.

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Terri D’Amato  
Acting Village Clerk

Committee Members:  
Suzanne Fahnestock, Chair  
Trustee JP Dries  
Trustee Brandon Harris  
Trustee Jen Ward