



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
November 15, 2016.
Received & Filed by the Board of Trustees on
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PERSONNEL & COMMUNICATIONS COMMITTEE MEETING AGENDA

Tuesday, October 11, 2016

7:00 p.m.

Village of Maple Park

302 Willow Street, Maple Park, IL, 60151

1. MEETING CALL TO ORDER AND ROLL CALL

Chairman JP Dries called the meeting to order at 7:01 p.m. Chairman Dries called the roll call and the following Committee members were present: Trustee JP Dries (chair), Trustee Kristine Dalton, Trustee Luke Goucher. Absent: Trustee Brandon Harris.

Others present: None.

2. APPROVAL OF MEETING MINUTES

- July 12, 2016

Trustee Dalton made a motion to approve the meeting minutes from July 12, 2016, seconded by Trustee Goucher. Motion carried by roll call vote. Aye: Dalton, Goucher, Dries. Absent: Harris. (3-0-1)

Trustee Dries moved the discussion of future IT upgrades up to number 3.

3. DISCUSSION OF FUTURE IT UPGRADES

Trustee Dries put together a summary sheet with all the equipment in the village and when that equipment might need to be replaced. He advised that CMJ recommended that three items be replaced, which were: 1) Laptop computer 2) Cheryl's computer 3) Liz's computer. Other items would be replaced as needed.

Trustee Dalton asked about getting other prices besides CMJ.

Trustee Dries advised that the firewall was just replaced because it was well beyond its life expectancy. Trustee Dries also discussed purchasing IP phones. This purchase would enable transferring and forwarding of calls and allow for a cheaper phone bill in the long run. Trustee Dries advised that the MPBS would need to be increased to run the IP phones. He added that this would be a future purchase. The committee discussed different prices for increased levels of MPBS. Trustee Dries advised that the IT infrastructure needs to be solidified before adding any other items.

Trustee Dries also discussed different types of email. He advised that CMJ wouldn't give a price on Google, possibly because CMJ does not support Google. He also discussed possibly purchasing Office 365, which would be needed to upgrade the email.

Trustee Dries said that the backup system is an immediate issue. He did ask for pricing to replace the backup system. He explained that at this time the system backs up to a device that is then taken to the safe deposit box. The committee discussed what would happen if a major storm came through and wiped out the bank and village hall.

Trustee Goucher recommended going through the list and taking care of each item.

Consensus was to go forward with the backup system, the email and the phone system.

Trustee Dries will get information from Cheryl on what we are paying now and what the cost will be to get these items taken care of.

4. DISCUSSION OF PERFORMANCE REVIEWS

Trustee Dries advised that he got a sample performance review form from Trustee Dalton. He asked the committee if the village should use the same review form for all employees or a separate review form for police.

The committee discussed what they would like to see on a performance review form. Consensus was to keep the form short and simple. Trustee Dries will clean up the form and have it for the next meeting for the committee to review.

5. DISCUSSION OF JOB DESCRIPTIONS

Trustee Dries advised that he has the job descriptions for police, which he is going to be sending back to the Chief for him to update. He also said that he has asked for job descriptions for the rest of the employees, but he has only received Village Accountant, and Village Administrator. He will clean them up and put them in the same format and have them for the next meeting.

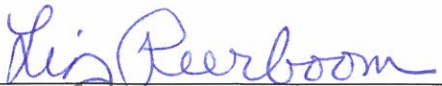
The committee briefly discussed drug testing and physicals.

The committee then discussed new officers that have been recently hired.

6. ADJOURNMENT

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

Meeting adjourned at 7:34 p.m.



Liz Peerboom, CMC
Village Clerk

Committee Members:

Trustee JP Dries, Chair Trustee Luke Goucher
Trustee Kristine Dalton Trustee Brandon Harris