



# Village of Maple Park

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

Village Hall: 815-827-3309  
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Approved: Approved at Personnel  
and Communications meeting on  
5/16/2017

## PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

Tuesday, March 14, 2017

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 7:09 p.m.

Village Clerk Liz Peerboom called the roll call and the following committee members were present: Trustee JP Dries, Trustee Brandon Harris, and Trustee Kristine Dalton. Absent: Trustee Goucher.

Also present: Village Clerk Liz Peerboom.

### 2. PUBLIC COMMENTS – *Any resident wishing to address the Committee 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 MEETING MINUTES

- January 10, 2017
- January 17, 2017
- February 14, 2017

Trustee Harris made a motion to approve the Personnel Committee meeting minutes from January 10, 2017, January 17, 2017, and February 14, 2017, seconded by Trustee Dalton. Motion carried by voice vote.

### 4. DISCUSSION OF TRAVEL EXPENSE POLICY

The committee discussed the updated Travel Expense policy that is now required by Illinois statute. Trustee Harris made a motion to send the Travel Expense Policy to the full Board for approval, seconded by Trustee Dalton. Motion carried by voice vote.

### 5. UPDATE TO THE EMPLOYEE HANDBOOK

The committee discussed updates to the Employee Handbook. Trustee Dalton suggested changing truck to vehicle on page 26 of the handbook. Consensus was to add a sentence regarding the requirement of having insurance if you are using a personal car.

This item will be further discussed at the next meeting.

**6. DISCUSSION OF PURCHASING VILLAGE COMPUTERS**

The committee discussed the purchase of two computers and four monitors for the village. Originally the purchase would have been for the two office employees. After some discussion, the consensus was to have one computer go to the Police Chief because his computer is worse than Cheryl's.

Trustee Dalton made a motion to approve the purchase of two computers and four monitors in the amount of \$3,592.92, seconded by Trustee Harris. Motion carried by voice vote.

This item will go to the full Board for final approval.

**7. ADJOURNMENT**

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

Meeting adjourned at 7:56 p.m.

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Liz Peerboom, CMC  
Village Clerk

Committee Members:  
Trustee JP Dries, Chair  
Trustee Kristine Dalton  
Trustee Luke Goucher  
Trustee Brandon Harris