



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 July 16, 2019.
Received & Filed by the Board of
Trustees on 8-6-19.

PERSONNEL COMMITTEE MINUTES

Tuesday, June 18, 2019

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, Illinois

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman Suzanne Fahnestock 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 Suzanne Fahnestock, Trustee JP Dries, Trustee Jen Ward, and Trustee Brandon Harris.

Others present: Village Clerk Liz Peerboom, and Mike Earl, Senior Vice President from GovHR USA.

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

None.

3. APPROVAL OF MEETING MINUTES

- May 21, 2019

Trustee Dries made a motion to approve the minutes from the May 21, 2019 meeting, seconded by Trustee Harris. Trustee Fahnestock had a small change. Motion carried by voice vote.

4. DISCUSSION OF VILLAGE ADMINISTRATOR POSITION

Mr. Mike Earl from GovHR USA was present to go over what his agency does and how they go about hiring employees. Trustee Fahnestock asked him to go over the difference between a planner and a village administrator and what the village actually might need.

Mr. Earl went over the mission of his company, and the selection process. He said that if they do not have an employee to place with the village, they would recruit for us. Trustee

Harris asked if the rate would be lowered since the village does not provide IMRF to its employees. Mr. Earl said they do not discount the rate for non-IMRF communities.

Mr. Earl advised that the village probably would need a village administrator with a strong planning background. He also said that the village would vet the resumes, and interview the candidates. Trustee Dries asked about benefits. Mr. Earl said that the offer health insurance and an IRA. Trustee Dries then asked about vacation and sick time. Mr. Earl said that they do not offer vacation or sick time; the employee gets paid for the hours they work only.

Trustee Fahnestock asked about how the village would pay the hours worked. Mr. Earl advised that the timesheet would be submitted to GovHr and then the village would get an invoice.

Trustee Harris asked about criminal activity. Mr. Earl advised that if there was anything untoward the village would go through the company and they would handle it appropriately. Trustee Fahnestock asked about FOIA. Mr. Earl advised that they have never been "FOIA'd". He said that the agreement with GovHr would be "FOIAable". Trustee Dries then asked about the contact person. Mr. Earl advised that he would be the contact. Trustee Harris asked about hiring the employee at the end of the contract. Mr. Earl advised that the fee would be two weeks salary for the village to hire the employee at the end of the contract.

Trustee Dries asked about minimum hours for a call out for the employee. Mr. Earl said that they would work that out before the agreement is signed. Mr. Earl said that he believes that \$50 per hour should be the village's base, not including GovHR's fee. Trustee Harris asked about turnaround time. Mr. Earl said that it could be as little as one day, to a couple of weeks, unless the village wants GovHR to recruit. Trustee Harris asked about the cost of recruiting. Mr. Earl said that it would only be the cost of advertising. Trustee Dries asked the Village Clerk to give Mr. Earl a copy of the village's Strategic Plan.

Trustee Ward asked if the employee might be able to submit grants. Mr. Earl said that an administrator or a planner would be experienced with the grant process.

Trustee Ward said that she is willing to send this item to the full Board in July for approval, Trustee Harris agreed. Trustee Dries had some other questions about the actual agreement. Mr. Earl was amenable to work through questions about the agreement.

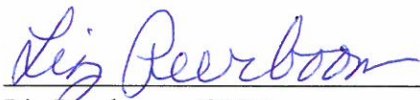
The committee discussed a possible term for the agreement. Mr. Earl will send a draft agreement to Trustee Fahnestock and the Village Clerk. Clerk Peerboom will get the draft agreement to the Village Attorney for review.

Trustee Harris made a motion to move this agreement to the full Board for approval, seconded by Trustee Ward. Motion carried by voice vote.

5. ADJOURNMENT

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

Meeting adjourned at 7:40 p.m.



Liz Peerboom, CMC

Village Clerk

Committee Members:

Suzanne Fahnestock, Chair

Trustee JP Dries

Trustee Brandon Harris

Trustee Jen Ward