



Village of Maple Park

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PERSONNEL COMMITTEE MINUTES

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

Chairman Fahnestock called the meeting to order at 7:10pm and asked for a roll call. Trustees Fahnestock, Dries, and Ward answered present. 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 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.*

None Heard.

3. APPROVAL OF MEETING MINUTES

- December 17, 2019

Motion by Trustee Ward with 2nd by Trustee Dries to approve as read. Motion carried by voice vote.

4. FISCAL YEAR 2021 BUDGET

- Budget Format

Village Administrator Wucki-Rossbach presented a proposed budget format to the committee members which included a breakdown of the summary page, showing detailed listings for each line item in the budget, going back 5 years for comparison. Capital Improvement Plan will be overlaid into this report as well.

- Status of Staffing Study

Two positions have already been addressed – Police Chief and Police Commander. Additional positions to address include Police Officers, Public Works Maintenance, Public Works Building Inspector, Treasurer/Accountant

(comparable job description). Concerns with all positions included Salary/Benefits, hours worked, overtime hours for Public Works and Police Dept.

- Additional Items to be Considered as Part of the Budget Process
Trustee Fahnestock inquired if the village administrator position has been budgeted. Village Administrator Wucki-Rossbach indicated that her current contract is good until August of 2020 and the board would have to decide then how it wants to proceed.

Trustee Dries inquired about the cost of pursuing adjudication.

5. OTHER ITEMS

- Update on Employee Handbook
Administrator Wucki-Rossbach indicated that the Employee Handbook has been distributed to all employees for review and the acknowledgement form should be signed by the employee and returned by February 7th. Discussion about possible discrepancies between the Administration policies versus the HR Manual and other random memos and forms that need to be included. Consensus was to have all these policies and procedures combined into the Personnel Manual.
- New Topics for Discussion
Emergency Plan Handbook – Administrator Wucki-Rossbach is currently working on updating this document with Chief Stiegemeier and expects a late summer, early fall completion.
Communication Scripts – Trustee Dries inquired about having a set of “scripts” for different scenarios that have to be communicated to the village, i.e.: boil orders, emergency plans, etc.

6. ADJOURNMENT

Having no other business before the committee, motion by Trustee Dries with 2nd by Trustee Ward to adjourn. Motion carried by voice vote. Meeting adjourned at 8:07 pm.

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