



# Village of Maple Park

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

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## PERSONNEL COMMITTEE MINUTES

Tuesday, June 16, 2020

7:00 P.M.

### Join Zoom Meeting

<https://us02web.zoom.us/j/87959807132?pwd=WnlFdldTS1loRFZjeDdhb21aQjdPZz09>

**Meeting ID: 879 5980 7132**

**Password: 370670**

**Dial by Your Location**

**+1312-626-6799**

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

Committee Chair Fahnestock called the meeting to order at 7:01p.m. and asked for a roll call. Members answering present were Trustee Dries, Trustee Harris, Trustee Ward, and Trustee Fahnestock. Quorum was established.

1. **PUBLIC COMMENT** – *Any resident wishing to address the Committee may also do so by submitting an email to [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Committee will read such comments during the Public Comment portion of the meeting.*

None heard.

### 2. APPROVAL OF MEETING MINUTES

- April 21, 2020
- May 19, 2020

**Motion by Trustee Ward with 2<sup>nd</sup> by Trustee Dries to approve. Motion carried with voice vote.**

### 3. STAFFING STUDY

- Public Works Director/Building Inspector and Public Works Maintenance Assistant Positions

Village Administrator Wucki-Rossbach reviewed the memo to the committee which included comparable job responsibilities, overtime and costs.

Discussion regarding Public Works Director included:

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- Looking at comparable positions in comparable municipalities, PW Director position is 19K underpaid
- Enough hours to support Permanent PT position
- Creating new position for Permanent PT position
- Creating job description for Permanent PT position with salary
- Bring above items back to Personnel committee for review and approval then send to full Board.

Discussion regarding Public Works Maintenance Assistant included:

- Developing current employee with training and experience
- Performance Evaluation in the near future
- Encourage his progress
  
- Police Department Positions
  - Police Chief
  - Police Command
  - Police Officer

Item moved to July Personnel Committee meeting with the following issues to consider:

- 5-year goals
- Population totals
- Expanding into 24-hour department
  
- Village Accountant/Village Treasurer Position

Item moved to July Personnel Committee meeting.

#### 4. VILLAGE ADMINISTRATOR POSITION

- Authorizing the Change of the VA Position from Contractual to Regular Full-Time Position - September 1, 2020
- Job Description
- Employment Agreement
- Ordinance Change to Bond the Position

Administrator Wucki-Rossbach reviewed memo presented to committee with job description and employment agreement. Current GovTemps contract is set to end on August 5, 2020. Due to expected revenue drop from COVID-19, change the effective date to September 1, 2020 with a possible bridge contract from GovTemps from August 6, 2020 to September 1, 2020. Will review July Revenues Report with Accountant Aldridge before proceeding. Revised job description was sent to committee members from draft originally submitted.

**Motion by Trustee Harris with 2<sup>nd</sup> by Trustee Dries to move forward with making Village Administrator FT position. Motion carried by voice vote.**

## 5. OTHER ITEMS

- Blackboard Connect Communications

Village Clerk D'Amato shared the memo prepared to the committee regarding Blackboard Connect with the success rate of the contacts for previous messages. Success rate depends on residents supplying village hall with their current and up to date contact information (i.e., phone number, email, text), and all information has to be updated with village personnel. Clerk D'Amato felt that messages to the residents were more successful through the current use of Facebook and village website announcements and recommended cancelling contract with Blackboard Connect.

Committee concerns included:

- Blackboard Connect was originally set up to be utilized as Emergency Management tool to inform residents of possible emergency situations, not as a communication tool.
- How to contact residents that do not use or have access to social media platforms.

Consensus of committee was to continue with Blackboard Connect until current contract expires on July 14, 2020, and review other platforms that may be available. Will revisit this again in September or October.

## 6. ADJOURNMENT

Having no further business before the committee, Chair Fahnestock asked for a motion to adjourn. Motion by Trustee Dries with 2<sup>nd</sup> by Trustee Ward. Motion carried on voice vote. Meeting adjourned at 8:04p.m.

Respectfully submitted,

*Terri D'Amato*

Terri D'Amato  
Village Clerk

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