

COMMITTEE MEMBERS PRESENT: G. Feest, S. Havn, J. Majdoch

COMMITTEE MEMBERS ABSENT: None

VILLAGE BOARD MEMEBERS PRESENT: None.

Staff: V. Rudychev, T. Zarzecki

1. Call to Order

The meeting was called to order at 10:00 a.m. by G. Feest

2. Public Comment

None.

3. Minutes

a. December 17, 2012

b. January 17, 2013

J. Majdoch moved and S. Havn seconded to approve the minutes from December 17, 2012 and January 17, 2013. Motion carried (3-0).

4. Interim Fire Chief Compensation

G. Feest stated this item was just an information item and that he did create the executive summary for the item for the Finance/Legal/License Committee. He stated that the recommend it to move it forward to the Board for approval yesterday. He thanked everyone on the Personnel Committee for their efforts.

5. Finance Director – Recruitment Process

V. Rudychev explained the job description and salary range. She stated that it was a compilation of input from various other communities.

G. Feest stated that the job description covered a lot of the territory that the Village needed. He asked if the Committee had anything to add or subtract from the job description.

S. Havn stated he had no issue with the job description.

J. Majdoch suggested that the salary range be \$84,000 to \$99,000. He stated that the Village could probably bring someone in at mid-range. S. Havn stated he was comfortable with that range.

V. Rudychev explained the recruitment process for Robert Half, Finance and Accounting Division. She stated that they only recruit finance and accounting professionals and the Village only has to pay a recruitment fee if they choose a candidate that is presented.

G. Feest stated the liked the idea of using them as the recruitment firm. G. Feest pointed out that the position and recruitment is not budgeted, but stated that the Board could figure out where to find the funds.

S. Havn moved to approve the Finance Director job description, salary range, and recruitment process. J. Majdoch seconded. Motion carried (3-0).

6. Policies

a. Board Communication Policy

G. Feest stated that his issue with the Policy as currently written was the fact that the Village President would be allowed to decide whether or not to have the Board meet to discuss an individual's issue. He stated that in his opinion, the Village President was

one of seven and did not have executive powers. He added that if the Village President were to be given executive powers, the residents should be aware of that prior to voting for the individual at the polls.

J. Majdoch stated that the only change that needs to happen is in paragraph three based on G. Feest's concerns. He added that it should read that the Village President schedules the meeting and notifies the Board. G. Feest stated he was fine with that wording.

J. Majdoch stated this Policy should be Section 42 in the Personnel Manual and the remainder should be renumbered. G. Feest questioned if an amendment to the Personnel Manual needs to be more formal.

b. Grievance Policy

G. Feest stated that the Committee had received information from legal counsel about amending the Grievance Policy. He stated that the way they have it worded would still allow the super majority of the Board to make the final decision if the complaint was about the Administrator or there was a lack of Administrator.

J. Majdoch suggested that people be allowed to pick which member of the Personnel Committee they want to hear their grievance. G. Feest stated he liked that idea.

J. Majdoch stated that the member of the Committee could solve it and it might not go any further. T. Zarzecki stated that he liked being able to keep all of the steps in the process.

G. Feest stated that the language would be amended to allow one of the three members of the Personnel Committee to fulfill step #1 and forward it to the Village Board.

J. Majdoch moved and S. Havn seconded to recommend the approval of the Grievance Policy and Board Communication Policy as amended to the Board. Motion carried (3-0).

7. Personnel Committee Goals and Objectives

G. Feest explained that this item was on every agenda from now on. He stated that back in August of 2011 the Personnel Committee had met and formulated some goals and tasks that they wanted to perform as a Committee. He stated that the Committee had the Board's consensus to put something together to present to the Board which would outline the duties and responsibilities of this Committee. He added that no one seemed to be against having Personnel as a standing Committee.

J. Majdoch suggested that if the Committee were Ad-Hoc it should be renamed.

V. Rudychev suggested that the Committee formulate both an Ordinance and Resolution to accomplish the task of establishing responsibilities to be approved by the Board.

G. Feest stated that the Committee would work on this and there is not going to be a set deadline to accomplish this task.

8. Personnel Manual Review/Discussion

J. Majdoch suggested that the Administrator work on the Personnel Manual and come back to the Committee with any issues, corrections, changes, etc.

T. Zarzecki stated that it should be a working document and a two-way Street with either the Administrator or the Personnel Committee bringing sections forward that need to be worked on. He added that they need to be very careful with legal issues that may arise.

9. Adjourn

S. Havn moved to adjourn and J. Majdoch seconded. Motion carried (3-0) and meeting was adjourned at 11:17 AM.