

**Village of South Barrington**

**LEGAL AND HUMAN RESOURCES COMMITTEE**

**MAY 11, 2015 MEETING**

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Committee Chairman Stagno at 4:35 p.m.

**ROLL CALL**

Members present: Chairman Stagno, Trustee Cohen, Trustee Kerman

Others present: President McCombie, Trustee Abbate

Staff present: Administrator Palmer, Treasurer Bodie

**APPROVAL OF MINUTES**

The Minutes of the February 5, 2015 Regular Meeting were approved as printed and distributed.

**AGENDA ITEMS**

Village Personnel Policies and Administrative Procedures

The Committee reviewed the red lined draft of the Village Personnel Policies and Administrative Procedures incorporating the various resolutions effecting personnel polices adopted by the Board since the last re-adoption of the manual on May 24, 2010l.

The Committee discussed Section 1.1 General Purpose and Scope, particularly, the relationship between the Ordinances and Resolutions passed by the Board, the Union Contract and the Personnel Manual. It was noted the Union Contract and Village passed Ordinances and Resolutions take precedence over the Village's Personnel Policies and Administrative Procedures.

The Board discussed Section 5.3 Insurance Benefits, particularly the \$25,000 term life insurance policy provided by the Village to employees. Treasurer Bodie explained that a 35% reduction in the benefit amount occurs at age 65 and again at age 70. Inquiry was made of the Village's Employee Benefits broker, the Linden Group, who stated this reduction is standard practice for group term life policies. The Linden Group will attempt to negotiate with the life insurance carrier for the standard reduction to occur at a later age. The Committee discussed the disability insurance coverage language. Treasurer Bodie noted previously the Village provided a long term disability policy to non-police pension employees before joining IMRF. Currently, the Village pension plans (Police Pension and IMRF) provide disability coverage to full-time employees; however, there may be wait periods with each plan. It was noted that an employee could purchase their own insurance for the wait period. A language change to this section is recommended to make the Village pension plans as the only disability option provided to employees by the Village.

The Board reviewed Section 5.6 Vacation for changes recently adopted by the Board to reduce accrued vacation carry forward to 0 hours in December 31, 2017 in a two year process. Treasurer Bodie presented some issues with employees trying to use all vacation by the end of the year. After discussion on the merits of encouraging employees to use vacation and limit the accrual, the Committee agreed to allow employees to carry forward 40 hours of vacation after December 31, 2016 and eliminate the reduction to 0 hours at December 31, 2017.

There were a few typographical and punctuation errors cited for correction by Trustees Cohen, Kerman and Stagno. Trustee Cohen made a motion, seconded by Trustee Kerman to recommend to the Board a

resolution to readopt the Village's personnel policy manual as discussed with the previously approved resolutions with the additional changes of term life insurance benefit may be reduced beginning at age 65 per insurance contract, employee disability insurance to be provided by the Village's pension plans, and 40 hours of vacation carry forward will be permitted after December 31, 2016. The motion passed by unanimous voice vote.

#### Review Employee Salary Ranges for FY2015-16

The Committee discussed the salary survey process. Due to the timing of the Union negotiations, it was decided that there would not be any adjustments to the salary ranges at this time. Trustee Stagno commented on the inherent flaws in a review process where we compare Village salary ranges to other municipalities and process adjustments to those ranges. Then those same municipalities use the Village's updated ranges to review their salary ranges. Accretive The Committee tabled further discussion of cost of living adjustments or salary range changes to a future date to be determined.

#### **NEW BUSINESS**

Mayor McCombie informed the Committee that the Public Safety Committee has reviewed a Social Hosting Ordinance and expects to bring it to the Board for approval at a future date. The Public Safety Committee also approved initiating a bike patrol program.

#### Update on Police Union Negotiations

Mayor McCombie stated the Union and Village representatives met on April 23<sup>rd</sup> to begin the MAP Union Contract negotiation.

#### **CLOSED SESSION**

A motion was made by Trustee Kerman and seconded by Trustee Cohen to go into executive session at 5:25 p.m.

The regular meeting was reconvened by motion by Trustee Kerman and seconded by Trustee Cohen at 6:38 p.m.

#### **ROLL CALL**

Members present: Chairman Stagno, Trustee Cohen, Trustee Kerman

Others present: President McCombie, Trustee Abbate

Staff present: Administrator Palmer, Treasurer Bodie

The next meeting of the Legal and Human Resource Committee will be to review Union Contract.

**ADJOURNMENT** - A motion for adjournment was made by Trustee Kerman and seconded by Trustee Cohen. By unanimous voice vote, the meeting adjourned at 6:42 p.m.

Respectfully submitted by  
Michelle Bodie, Treasurer