

Village of South Barrington

LEGAL AND HUMAN RESOURCES COMMITTEE

APRIL 19, 2016

MINUTES

CALL TO ORDER

The meeting was called to order by Committee Chairman Stagno at 9:06 a.m.

ROLL CALL

Members present: Chairman Stagno, Trustee Cohen, Trustee Kerman

Others present: President McCombie

Staff present: Administrator Palmer, Treasurer Bodie. Chief Roman joined at 9:15 a.m.

APPROVAL OF MINUTES

The Minutes of the February 22, 2016 Regular Meeting were approved as printed and distributed.

AGENDA ITEMS

Personnel Policy Updates

a. Holiday Pay for Exempt Employees

b. Tuition Reimbursement

Treasurer Bodie presented agenda items regarding Holiday Pay for Exempt Employees, Compensatory Time and Tuition Reimbursement. Regarding compensatory time (comp time), it was explained that comp time does not count as time worked for union and non-union employees, however in the recently passed union contract, comp time is counted as time worked for purpose of calculating overtime when officers are called back to work in a pay period where they have used comp time. While this policy is addressed in the union contract; it is not proposed to be extended to non-union employees. The committee discussed the comp time situation and concurred with keeping the policy status quo for non union employees. Regarding Holiday Pay, the policy in place pays employees for up to 36 hours of unused holiday time annually in the first paycheck in May. For consideration is a change to eliminate exempt employees from this unused holiday time payment provision. Regarding Tuition Reimbursement, under the current Police union contract, tuition reimbursement was increased from \$1500 to \$2000 per year subject to funding limits established by the Board annually. The recommendation is to make the increase applicable to all Village employees by amending the Personnel Policy. Chief Roman explained this tuition reimbursement is separate from the twenty (20) hours of Police training that is required each year of sworn officers.

Motion by Trustee Cohen and seconded by Trustee Kerman to recommend to the Board the following amendments to the Personnel Policy, Section 5.7: Holidays to eliminate pay for unused Holiday Pay for Exempt Employees and Section 5.4: Tuition Reimbursement to change the standard cap for tuition reimbursement to \$2000. Motion passed by unanimous voice vote.

Discussion of Job Position and Compensation Study

Treasurer Bodie explained the Village prepares an in-house salary survey with comparable municipalities which is a very labor intensive process. To be more accurate with developing and gaining comparable community information, a proposal was solicited from GovHR USA for a job classification and compensation study. The study process would include a review of existing positions and an interview process with current personnel. Chairman Stagno asked about the approximate cost of the proposed study. The estimated cost is expected to be approximately \$10,000. Chairman

Stagnos expressed the in-house study is problematic in that the process continues between all municipalities, comparing to each other without an emphasis on job duties and value. Across the board increases to salary are often the result. Mayor McCombie noted that BACOG utilized GovHR USA for the evaluation of the Executive Director position. The process included interviews and was completed in approximately 30 days. Chairman Stagnos stated that he was interested in conducting the study at least once. Trustee Abbate stated he was weighing the expense of the study, the potential benefit, and the time factor. Mayor McCombie noted that the CPI is less than 1% and should be reflected in the study at this time in terms of salary comparison. Mayor McCombie noted that past practice has been to pass along the May 1st Union contract negotiated annual increase to all employees.

Discussion on Remote Meeting Participation

The committee discussed the possibility of considering remote access for members of the Village Board per statute. Committee members identified a number of questions for legal counsel, including the use of SKYPE, how is remote access noted on the agenda and can the Village have a more restrictive ordinance.

Motion by Trustee Cohen and seconded by Trustee Kermin to recommend Remote Meeting Participation to the Village Board, following questions to be answered by the Village Attorney. Motion passed by unanimous voice vote.

CLOSED SESSION

Adjourn to Closed Session – for Appointment, Compensation and Employment of Employees pursuant to 5 ILCS 120/2 (C)(1)

A motion was made by Trustee Cohen and seconded by Trustee Kerman. A Voice vote was taken to adjourn to Closed Session at 11:00 a.m. All ayes. Motion carried.

(Trustee Cohen left the meeting at 11:00 a.m.)

Reconvene to Open Session

A motion was made by Trustee Kerman and seconded by Chairman Stagno to reconvene to Open Session at 11:20 a.m.

STAFF REPORTS

Village Administrator

1. Domain Name Rental

Administrator Palmer explained that the Village was contacted regarding leasing the domain name “southbarrington.com”. Palmer explained that the owner of the domain name was interested in a long term lease at a very high cost for the use of the domain name. Recommendation was not to consider pursuit of the leasing arrangement for the domain name “southbarrington.com”.

NEW BUSINESS

Mayor McCombie stated the Olson Property on Algonquin Road in unincorporated Cook County is no longer being considered for annexation, which is being communicated to the owners. The property had been considered for annexation in relation to the Nathan’s Glen Subdivision annexation. The Mayor also updated the committee in regard to another unincorporated property that has a mulch producing operation on it. Residents in the Woods have complained about the late night noise coming from the mulch production. Mayor McCombie explained that the Village is in discussions with the owner of the business as well as Cook County to curtail the noise issue.

(Trustee Abbate left the meeting at 11:57 a.m.)

ADJOURNMENT - A motion for adjournment was made by Trustee Kerman and seconded by Chairman Stagno. By unanimous voice vote, the meeting adjourned at 12:09 a.m.

Respectfully submitted by
Bob Palmer, Administrator