

**Village of South Barrington**  
**LEGAL AND HUMAN RESOURCES COMMITTEE**

**JUNE 27, 2016**

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Committee Chairman Stagno at 2:10 p.m.

**ROLL CALL**

Members present: Chairman Stagno, Trustee Kerman

Members absent: Trustee Cohen

Others present: President McCombie, Trustee Abbate

Staff present: Administrator Palmer, Treasurer Bodie

**APPROVAL OF MINUTES**

The Minutes of the April 19, 2016 Regular Meeting were not available.

**AGENDA ITEMS**

**O'Hare Noise Compatibility Commission**

Administrator Palmer briefly explained that at a previous Village Board meeting a resident had mentioned the issue of noticing more aircraft overhead. Following the Village Board meeting Mayor McCombie had directed Palmer to investigate the O'Hare Noise Compatibility Commission. Palmer contacted the organization and was sent information on joining the organization. Becoming a member would take Village Board action and would give the Village a 'seat at the table' to discuss noise and other issues related to air traffic at O'Hare. Chairman Stagno commented that he had reviewed the website for the organization, and noted 'noise profiles' for O'Hare activity and also that there are more planes landing and taking off, albeit quieter planes than in the past. Mayor McCombie expressed that joining the O'Hare Noise Compatibility Commission would be of benefit to the Village.

Motion by Trustee Kermin and seconded by Chairman Stagnos to recommend to the Village Board the passage of a Resolution Authorizing an Intergovernmental Agreement Relating to the O'Hare Noise Compatibility Commission. Motion passed by unanimous voice vote.

**GovHR USA Proposal**

Treasurer Bodie presented a proposal from GovHR USA to conduct an Employee Classification and Compensation Study. Bodie explained that the consultant would study the Village's internal structure and should be of benefit during the next union contract negotiations. Trustee Kermin commented that it would be good to have a study that goes more into depth on positions within the Village. Bodie commented that with an outside consultant, the study would be done with an objective outlook. Chairman Stagnos noted evaluation criteria consisting of: basic skills, skills required responsibilities and working conditions. Mayor McCombie expressed that it was good to perform the study and the proposal came from the same consultant that conducted the Executive Director study for BACOG.

Motion by Trustee Kermin and seconded by Chairman Stagnos to recommend to the Village Board that the proposal for an Employee Classification and Compensation Study from GovHR USA be accepted. Motion passed by unanimous voice vote.

### Discussion on Compensatory Time

Treasurer Bodie explained for discussion how Compensatory Time (comp time) is earned by employees and used by employees via a comp time 'bank'. The committee discussed the working of the comp time and some of the issues that have developed with the practice. Moving time in and time out is the main concern with the existence of the comp time bank, with employees able to 'bank' 80 hours of comp time. Chairman Stagno suggested that paying overtime as earned would address any issues with a comp time bank. Another issue noted was the use of comp time contributes to the creation of further overtime. Mayor McCombie wanted further input from the Police Chief on the subject. Chairman Stagno brought up the subject of house watches and was wondering if a Community Service Officer would better serve the Village in this capacity than having sworn officers do the house watches. Further discussion was suggested involving the number of houses on house watch. Discussion on Compensatory Time ended to be taken up again at a future date.

### **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 Kerman and seconded by Chairman Stagnos. A Voice vote was taken to adjourn to Closed Session at 3:06 p.m. All ayes. Motion carried.

#### Reconvene to Open Session

A motion was made by Trustee Kerman and seconded by Chairman Stagno to reconvene to Open Session at 3:50 p.m.

### **STAFF REPORTS**

#### Village Administrator

Palmer presented two items. The first was regarding Witt Road and how IDOT had objected to the addition of Witt Road as a change order. To resolve the issue the Village Attorney has advised that Witt Road be taken out of the 2016 Road Program proposal and a separate contract be executed with Schroeder Construction. Chairman Stagno commented on the road program in regard to Witt Road being paved this year, with work in the Coves slated for next year. The concern was that heavy equipment would be moved over a newly paved Witt Road to get to the work in the Coves next year. Mayor McCombie commented that she recalled that Jason Dolan, the Village's Road Program Engineer, had said that the road paving equipment was equivalent to a garbage truck. The second item that Palmer commented on was in regard to the letter going out to residents who have taken advantage of the Village's electric aggregation program. First Energy will be sending out a letter at the end of the week notifying customers of the reduction in the electric rate into next year.

#### Village Treasurer

Treasurer Bodie reported that the Village Audit is underway and proceeding smoothly. A draft report of the audit should be delivered and available in August. The audit will include a report on the pension fund. Bodie also reported that the Village is forming a Safety Committee and one of the items to be discussed is the possibility of implementing an Employee Assistance Program (EAP). Bodie has contacted the Village's health insurance broker for information regarding various EAP programs. The information will be supplied to the Safety Committee for discussion. The Legal and Human Resources Committee will be kept informed.

## **OLD BUSINESS**

Under Old Business, Trustee Kermin brought up the passage of an earlier agenda item, regarding the study to be conducted by GovHR USA. Trustee Kermin wanted to confirm that the motion was to approve the proposal with a 'not to exceed' amount of \$10,000. The committee concurred with that clarification.

## **NEW BUSINESS**

No new business presented.

**ADJOURNMENT** - A motion for adjournment was made by Trustee Kerman and seconded by Chairman Stagno. By unanimous voice vote, the meeting adjourned at 4:15 p.m.

Respectfully submitted by  
Bob Palmer, Administrator