

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

**OCTOBER 3, 2016**

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Committee Chairman Stagno at 3:04 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**

Motion to approve the Minutes of the June 27, 2016 Regular and Closed Session Meeting made by Trustee Kerman and seconded by Chairman Stagno. Motion passed by unanimous voice vote.

**PUBLIC COMMENT**

Under public comment, Trustee Kerman thanked the Committee for postponing the time of the meeting.

**AGENDA ITEMS**

**Insurance Renewal Proposals (Medical, Dental, Vision)**

Treasurer Bodie presented to the Committee this year's renewal proposal for medical, dental and vision coverage. Bodie noted that the premium price was essentially flat due to the overall younger age of the employee population. Bodie further explained that health insurance premiums are developed through an age rated basis, however, they can be billed at a composite rate. Bodie explained how the age-rated premium invoicing may be beneficial to the Village. Chairman Stagno asked if the coverage would still be through Blue Cross/Blue Shield. Bodie confirmed that Blue Cross/Blue Shield would still be the carrier, noting that quotes were sought from other carriers such as Aetna and Humana, however no other carrier was competitive with Blue Cross/Blue Shield. Trustee Kerman asked about the choices that employees are given in selecting their health insurance coverage. Bodie explained the available choices, such as the HMO, PPO and HSA options that are made available. Chairman Stagno relayed his experience with HSA coverage. Bodie noted some of the changes with the proposal for this year, including CVS not being a preferred pharmacy, co-pay on MRI's and the inclusion of Pediatric Dental on all plans. Mayor McCombie brought up Employee Assistance Program (EAP) and the structure of the EAP feature in the life insurance policy proposal. Chairman Stagno reviewed the EAP feature and questioned whether the approach encourages mental health coverage. Trustee Kerman commented that even though the offering would not be in person, the entire package for the cost was well worth providing. Chairman Stagno was concerned that the low cost of the EAP program may result in not offering effective care. Bodie reviewed the proposed Resolution to renew the proposed health plans.

Motion by Trustee Kerman and seconded by Chairman Stagno to recommend to the Village Board the passage of a Resolution Authorizing the proposed Insurance Renewal (Medical, Dental, Vision).

Motion passed by unanimous voice vote.

### Policy on Compensatory Time

Treasurer Bodie presented a proposed policy on Compensatory Time, explaining that the policy would be a phase out of the practice of banking comp time. The policy change would impact non-union employees. Under the proposed policy, the 80 hours of compensatory time that can be accumulated and paid out at a future date, will be reduced to 40 hours this year and then to zero the following year. Under this policy, overtime would be paid out as it is earned and the option to classify time as compensatory time for later use (or payment) would be eliminated.

Motion by Trustee Kerman and seconded by Chairman Stagno to recommend to the Village Board the passage of a Resolution to change the Policy on Compensatory Time. Motion passed by unanimous voice vote.

### Policy on Benefit Time Use by Exempt Employees

Treasurer Bodie presented to the Committee an issue regarding situations where an employee may take off from work for less than a day to tend to a doctor's appointment or some other matter, but not take any benefit time for this action. The concept would be that if three to four hours are missed in a day, some benefit time would have to be used. Mayor McCombie stated that this matter should be discussed following receipt of the currently commissioned benefits study. Bodie also added that with additional staff members, everyday lunch periods may have to be staggered. Without further discussion this item would be re-visited following the completion of the benefits study.

### Personnel Policy Review

The Committee discussed the overall condition of the Personnel Manual and consensus was that the entire document should be reviewed. Consensus was that the Treasurer, Administrator and Chairman Stagno would review the document and report back to the Committee.

### Liquor License Municipal Code Review

Mayor McCombie commented on this agenda item, noting that much of the language in this section of the Village Code is outdated and should also be reviewed and updated. Chairman Stagno suggested that much of the language in this section should be referred to the Village Attorney for an update. Trustee Abbate commented that the language on who to issue a liquor license to (a citizen or a business) is confusing. Treasurer Bodie stated that more information will be gathered on the prospect of updating the liquor license section and would be brought back to the Committee.

### BACOG Annual Dinner

Mayor McCombie noted the upcoming BACOG Annual Dinner that will be held at Pinstripes in the Arboretum. Mayor McCombie posed for discussion sponsorship of the event by the Village and the attendance of the Village Board at the event. Trustee Abbate commented that the nature event was both business and social. Consensus was that the Village would support the event by paying the cost of attendance for Village Board members (any spouses or guests would not be included). Treasurer Bodie noted that the cost had been budgeted.

### **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 Stagno. A Voice vote was taken to adjourn to Closed Session at 4:35 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 5:11 p.m.

## **STAFF REPORTS**

### Village Administrator

No report.

### Village Treasurer

Treasurer Bodie requested that the Finance Committee to be held on October 10, 2016 be cancelled. Bodie noted that if necessary, any finance business could be scheduled after the Police Pension Board meeting at 4:30 pm on Tuesday, October 11, 2016. After a brief discussion all present concurred with cancelling the Finance Committee Meeting.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Chairman Stagno brought up for future discussion, review of professional contracts. The Committee was reminded that BACOG was holding an emergency management tabletop exercise on Friday, October 7, 2016.

**ADJOURNMENT** - A motion for adjournment was made by Trustee Kerman and seconded by Chairman Stagno. By unanimous voice vote, the meeting adjourned at 5:24 p.m.

Respectfully submitted by  
Bob Palmer, Administrator