

LEGAL AND HUMAN RESOURCES COMMITTEE

JANUARY 8, 2018

MINUTES

CALL TO ORDER

The meeting was called to order by Committee Chairman Stagno at 3:53 p.m.

ROLL CALL

Members present: Chairman Stagno, Trustee Kerman

Members absent: Trustee Cohen

Others present: President McCombie, Trustee Abbate

Staff present: Treasurer Bodie and Administrator Palmer

APPROVAL OF MINUTES

Motion to approve the Minutes of the December 1, 2017 Regular Session Meeting and Closed Session Meeting was made by Trustee Kerman and seconded by Chairman Stagno. Motion passed by unanimous voice vote.

PUBLIC COMMENT

No public comments were made.

AGENDA ITEMS

Ordinance to amend Sexual Harassment Policy

Bodie gave a brief overview of the recent State mandate to amend the Sexual Harassment Policy. Mayor McCombie noted that the requirements for State employees and officials are more stringent than what is required for municipalities. The Illinois Municipal League drafted a model ordinance that is more in line with the requirements for State employees. The Village Attorney has drafted an Ordinance that fits the needs of the Village and complies with the State law. Chairman Stagno expressed concern that the requirements do not include any time limit when claims arise. After a brief discussion Trustee Kerman made a motion to recommend to the Village Board that the proposed Sexual Harassment Policy Ordinance be considered for adoption after reviewing the issues of 1) a time limit for such claims, 2) requiring that the claimant sign a submitted report and 3) the person taking the report also signs the report. Motion was seconded by Chairman Stagno. On a voice vote the motion was approved.

Discuss Workers' Compensation Reporting Tool - Medcore

Bodie reported on a recent meeting with Corkill Insurance and the Police Sergeants where the use of the Medcore – Workers' Compensation Reporting Tool was discussed. Part of that discussion focused on the process involved in reporting injuries, specifically reporting over the phone to an on duty nurse. After a brief discussion a Trustee Kerman made a motion to send to the full Village Board for consideration, a policy that would require the use of Medcore by Village employees. Motion was seconded by Chairman Stagno. On a voice vote the motion was approved.

Discuss Employee Manual Update

Bodie noted that former Administrator Dave Pierce had put the Village Personnel Policy Manual together in 2003. With a number of changes over the years, it is recommended to utilize the expertise of the Village's Workers Compensation carriers to review the Village Personnel Policy Manual. The Committee concurred with the Village Treasurer to send the Personnel Policy Manual to Corkill Insurance for review.

EXECUTIVE SESSION

No executive session was held.

STAFF REPORTS

Village Administrator

No report.

Village Treasurer

No report.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

Mayor McCombie mentioned that she would be meeting with the newly appointed Village Labor Attorney on Wednesday.

ADJOURNMENT - A motion for adjournment was made by Trustee Kerman and seconded by Chairman Stagno. By unanimous voice vote, the meeting adjourned at 4:24 PM.

Respectfully submitted by

Bob Palmer, Administrator
January 8, 2018