

VILLAGE OF SOUTH BARRINGTON

30 South Barrington Road
South Barrington, IL 60010

LEGAL AND HUMAN RESOURCES COMMITTEE

WEDNESDAY, FEBRUARY 6, 2019

AT 1:30 P.M.

CALL TO ORDER

Chairman Stagno called the meeting to order at 2:25 p.m.

ROLL CALL

Deputy Clerk Moeller called roll, and a quorum was noted present.

Members Present: Chairman Anthony Stagno, Trustee Bernard Kerman, Trustee Edgar Alvarado

Staff Present: Village Administrator Robert Palmer, Finance Director Michelle Bodie,
Executive Assistant/Deputy Clerk Melissa Moeller

Officials Present: Mayor Paula McCombie, Trustee Stephen Guranovich

PUBLIC COMMENT

Chairman Stagno invited members of the public to address the Committee. Hearing none, the meeting proceeded with the published agenda items.

APPROVAL OF MINUTES

Trustee Kerman moved to approve the minutes of Legal and Human Resources Committee meeting of July 6, 2018 and November 5, 2018. Seconded by Trustee Stagno. There was no further discussion.

Motion passed by unanimous voice vote, with Trustee Alvarado abstained from approval of July 6, 2018 meeting minutes.

AGENDA ITEMS

Review of Personnel Policy: Administrator Palmer stated Director Bodie and he have reviewed the South Barrington Personnel Policy Manual. Director Bodie stated that there have been several changes to the policies and resolutions have been passed to make those changes, however it has been a few years since the manual has been adopted in its entirety and it is necessary to fully incorporate the changes made. Director Bodie also reported on attending a conference and one of the items discussed was donation of employee sick time, which the Village allows within their own policies, and discovered that the way the Village applies this policy is incorrect. The recommendation is to create a sick time pool and have that adjudication by someone like the Mayor and given out as needed. Additionally, the Village policies regarding termination has language regarding exit interview and appeal hearing which problems have been encountered and should be changed. Corkill Insurance Company reviewed the personnel policy manual and provided a list of 15 items to be changed. Director Bodie stated that some of those recommendations make sense and would be good for the Village. Director Bodie also reported that the Village's labor attorney, Amy Moor Gaylord, has changed firms and is with Akerman, LLP. Director Bodie discussed the personnel manual Ms. Gaylord to have a legal review of the language. Ms. Gaylord provided a quote to review the manual at a flat rate of \$2,500 and would keep track of her hours. If her hours were less, then she would charge less based on the hours. Ms. Gaylord has reviewed over 100 manuals and this would be a professional services the Village would not need to go out to bid for. Director Bodie reported receiving

a copy of the Village of Barrington’s manual and they use Ancel Glink. Director Bodie offered to get a cost for having Ancel Glink review the manual. Director Bodie stated that the entire manual needs to be updated and will need to happen to stages and approved by the May board meeting

Salary Survey Update: Director Bodie reminded the Committee that two years ago the Village paid GovHR to perform a comprehensive salary study and Director Bodie sent a salary survey out last year and again this year and has received all except for four back. She is working on collecting the remaining surveys by February 14. As a reminder 2% is in the union contract and 1.1% is the Consumer Price Index (CPI) factor and the Mayor wishes to use the CPI and handle any merit and/or bonus so that it is not compounding with the salary. The Mayor will send salary increases out prior to the end of the fiscal year.

Promotions Update: The Mayor gave an update on the promotions for Deputy Chief and Sergeant. She reported completing the interviews of patrol officers for Sergeant and the interviews for Deputy Chief are upcoming.

OLD BUSINESS

None.

NEW BUSINESS

Director Bodie reported on a potential insurance claim due to a pipe bursting due to extraordinarily cold weather and causing the fire sprinklers to spray black water in the lobby of the Police Department. Director Bodie is collecting all invoices and payments related to the cleanup and restoration. The costs will be in excess of the \$5,000 deductible and will likely be a claim for the insurance company. Additionally, the door mechanism now has an issue caused by the damage to the lobby and will need to be fixed. Building Officer Moreland is working on a maintenance scheduled, including testing of fire sprinklers.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business, Trustee Kerman moved to adjourn the meeting at 2:50 p.m. Trustee Alvarado seconded. **Motion passed by unanimous voice vote.**

Respectfully submitted by:

Melissa Moeller/Deputy Clerk

These minutes were approved this _____ Day of _____, 2019