

**LEGAL AND HUMAN RESOURCES COMMITTEE**

**MONDAY, JULY 22, 2024**

**MINUTES**

**CALL TO ORDER**

Trustee Abbate called the meeting to order at 10:10 a.m.

**ROLL CALL**

Members present: Trustee Abbate and Trustee Alvarado

Members absent: Chairman Stagno

Others present: Mayor McCombie, Trustee Guranovich, Trustee Panchal, Village Clerk Zierk and Village Attorney Vasselli

Staff present: Finance Director Frerichs and Administrator Palmer

**PUBLIC COMMENT**

No public in attendance.

**APPROVAL OF MINUTES**

Minutes of the April 18, 2023 meeting were tabled.

**AGENDA ITEMS:**

**1. Discussion of Preliminary Changes to Employee Policy Handbook**

Frerichs outlined several areas where the Employee Policy Handbook needs to be reviewed and updated. For example, the percentage of shared cost for the dental plan needs to be updated. 'Flex time', 'Sick time' and 'Vacation time' limits are also items to review. Mayor McCombie also mentioned the new 'Donation Bank' for sick time that needs to be incorporated into the Policy Handbook.

**2. Discussion of Creation of an Employee Group to Update HR Handbook**

Frerichs presented the creation of an Employee Group to Update the HR Handbook. Frerichs suggested that the employee committee be broad based with representatives. Alvarado asked about the timeline for the proposal. Frerichs stated he would know better after contacting the suggested individuals, however within the next two months the committee would be formed.

**3. Discussion of Open IPRF Workers Comp Claims**

Frerichs reported on a recent virtual meeting with IPRF representative Bob Tutko on July 8, where the Village's claim history was reviewed. Open claims were briefly discussed.

**4. Discussion of Slip Trip and Fall Prevention**

The Committee briefly reviewed a proposed 'Slip, Trip and Fall' policy prepared by Palmer in response to a requirement from IPRF. The Committee suggested revising the one-page policy for some clarification regarding the posting of notices and employee responsibilities. Following revisions and clarifications, the policy would be sent to the Village Board.

**NEW BUSINESS**

None.

**OLD BUSINESS**

None.

## **MAYOR'S REPORT**

Mayor McCombie reported on the status of Magnolia Pointe and the need for the 'as-built' drawings to address drainage issues. Mayor McCombie also reported on an inquiry from unincorporated Ballagh Estates concerning building codes and possible annexation. The Committee briefly discussed the current conditions of Ballagh Estates and the number of lots that remain undeveloped in the subdivision.

## **STAFF REPORTS**

### **1. Administrator**

Palmer reported on an upcoming meeting with Arborist John Williams to review progress with EAB treatments, road program status and a situation in the Forest Knoll subdivision involving trespassing by neighboring Hoffman Estate's residents.

### **2. Village Treasurer**

Frerichs reported on the Health Insurance portal for employees. Frerichs also reported on possible consideration for an existing municipal health insurance consortium that he would look into further. Frerichs recapped current health insurance premium costs and suggested a possible wellness program for consideration.

## **EXECUTIVE SESSION**

None.

## **ADJOURNMENT**

A motion for adjournment was made by Trustee Alvarado and seconded by Trustee Abbate. By unanimous voice vote, the meeting adjourned at 11:04 a.m.

Respectfully submitted by



Robert L. Palmer, Administrator

These minutes were approved this

3rd Day of February, 2024