

Finance and Personnel Committee Meeting Minutes
Monday, January 25, 2010

Present: Roger Hillenbrand, John Le Fay, April Little, Jim Schmitz, and Bonnie Wilcox (arrived 6:00)

1. John called the meeting to order at 5:35 pm.
2. LaFay moved that the minutes from the November 23, 2009, be approved as presented. Schmitz seconded the motion. Motion passed
3. Old Business
 - Update Regarding Investing of Funds – Little reported that six CDs were obtained through Bank of Belleville, totaling \$6.5 million at staggered maturities. The contributions are from various Village funds (lake, CDA, General Fund, etc.). She is working with the auditors to enter everything properly in the computer system.
 - Personnel/Policy Handbook Revision
 - Chapters 8 & 9 – Little and the Committee reviewed various policy suggestions regarding training, risk management and safety. These are the last two chapters in the book.
 - Final Review – The Village’s attorney will review suggested changes to the book.
 - Snow Emergency Policy

The snow emergency policy was discussed further. It was decided to present to the board the following: During inclement weather, employees should decide if they feel safe getting to work. Employees will be paid for the time worked. For any time not worked, employees may use vacation, sick leave, comp time, or take time without pay. If employees are told by management not to come to work or to come to work late or leave early. Employees will be paid for time worked. For time not worked they may use vacation, sick leave, comp time, or take time without pay.
 - Building Security/Key Policy

The draft of the key policy was discussed at the Sept. 14, 2009 Finance meeting. A draft was given to the other committees to review. We haven’t heard from any of the committees at this time and will remind them that we need to move forward. The draft policy and the key request form are attached.
 - Purchasing Policy

The purchasing policy was once more under scrutiny. The Finance Committee believes that once an item is placed in the budget and has been approved, it is not necessary for the board to vote again on spending the money. The only exception would be if the cost of the item is more than the amount budgeted. The board would be kept informed of the bidding for and purchase of the item, but would not have to vote on it. The committee also believes that the supervisors should have permission to spend \$1,000 or less on necessary items without board approval. Supervisors are accountable for their budgets and know if there is money in the budget for any extra items.
 - Longevity Policy

The longevity policy in the police union will be further addressed during the next contract negotiations.
 - Sick Leave Group Bank

The Sick Leave Group Bank allows personnel who have more than 30 days to bank the extra days as money in separate accounts to be paid out at retirement. It was learned that in 2005 and 2006, the

moneys were not paid into the accounts. The accounts are about \$26,000 short. The money will be put into the account a little bit at a time because of budgetary demands.

- **Job Descriptions**

Job descriptions are still being sought. Supervisors are reminded that the job description is to be written for the needs of the position and not for the person filling the position.

- **Increase in Pay for Trustees and President**

It has been suggested that the trustee pay be raised from \$1500 a year to \$2000 a year and the President's pay should be raised to \$2500. It is hoped that by increasing the remuneration, we might have more candidates for the elections. According to our policy, any raise would not go into effect for 2 years.

Respectfully submitted,
Bonnie Wilcox